



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

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 7 May 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.

A handwritten signature in black ink, appearing to read "Kevin Murray", written in a cursive style.

Kevin Murray
Town Clerk

Before the opening of the Town Forum the Town Mayor will congratulate representatives of the successful Community Grant applicants in attendance, and ask those who wish to 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

Prior to the meeting, Sally Gibson – Manager, Keep Mobile - will be providing a presentation on the activities of the organisation.

1. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2024/24 municipal year.

The outgoing Mayor will address the Council, and then call for nominations for the office of Town Mayor for 2024/25.

The outgoing Mayor will ask the Council to vote on the nomination(s).

2. **TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**
The newly elected Town Mayor to take the chair. The Declaration of Acceptance of Office to be signed as soon as possible following the meeting.

The Town Mayor to address the Council.
3. **APOLOGIES**
To receive any apologies for absence from Members.
4. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
5. **ELECTION OF DEPUTY TOWN MAYOR**
To elect a Deputy Town Mayor for the 2024/25 municipal year.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2024/25.

The Town Mayor will ask the Council to vote on the nomination(s).
6. **COMPOSITION OF THE COUNCIL**
 - 6.1 To note that Councillor Charles Bey has resigned from the Labour group and is now an independent Councillor.
 - 6.2 To note the composition of the Council is now as follows:
 - Conservative group Councillors: 17
 - Labour group Councillors: 5
 - Liberal Democrat group Councillors: 2
 - Independent Councillors: 1
 - 6.3 To note that the change to the composition of the Council, as stated above, does not impact the proportional split of Councillors on any of the Council's existing committees.
7. **POLITICAL GROUP LEADERS**
 - 7.1 To note the appointment, by the Conservative group, of the Leader and Deputy Leader of the Conservative group.
 - 7.2 To note the appointment, by the Labour group, of the Leader and Deputy Leader of the Labour group.
 - 7.3 To note the appointment, by the Liberal Democrat group, of the Leader and Deputy Leader of the Liberal Democrat group.
8. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**
 - 8.1 To elect the Leader of the Council for the 2024/25 municipal year.
 - 8.2 To elect the Deputy Leader of the Council for the 2024/25 municipal year.
9. **STANDING COMMITTEES**
To approve the terms of reference and appoint Members to serve on the standing committees in the 2024/25 municipal year. The number of places on each committee and the division of places between the political parties, in accordance with Standing Order 2.2, are shown in ***Appendix 9 (enclosed)***.

- 9.1 **Strategy & Resources Committee**
 - a) To approve the terms of reference of the Strategy & Resources Committee, including the number of places. App 9 Page 2
 - b) To note the appointment of Members to serve on the Strategy & Resources Committee by each political group.

- 9.2 **Leisure Services Committee**
 - a) To approve the terms of reference of the Leisure Services Committee, including the number of places. App 9 Page 5
 - b) To note the appointment of Members to serve on the Leisure Services Committee by each political group.

- 9.3 **Planning & Community Committee**
 - a) To approve the terms of reference of the Planning & Community Committee, including the number of places. App 9 Page 8
 - b) To note the appointment of Members to serve on the Planning & Community Committee by each political group.

10. **MEMBERSHIP OF SUB COMMITTEES, TASK & FINISH WORKING GROUPS, AND PARTNERSHIPS**

To approve the terms of reference and appoint Members to serve on the following committees in the 2024/25 municipal year.

Under Standing Order 6.4.a, 6.5.a and 6.6.a respectively, members of the parent standing committee approve the terms of reference of, and the number and appointment of members to sub committees, task and finish working groups and partnerships.

All terms of reference, incorporating the number of places, along with the division of places between the political parties in accordance with Standing Order 2.2, are included in **Appendix 9 (enclosed)**.

Strategy & Resources Committee:

- 10.1 **Investments sub committee**
 - a) To approve the terms of reference of the sub committee, including the number of places. App. 9 Page 12
 - b) To note the appointment of Members to the sub committee by each of the political groups.

- 10.2 **Risk Management sub committee**
 - a) To approve the terms of reference of the sub committee, including the number of places. App. 9 Page 13
 - b) To note the appointment of Members to the sub committee by each of the political groups.

- 10.3 **Standing Orders & Financial Regulations sub committee**
 - a) To approve the terms of reference of the sub committee, including the number of places. App. 9 Page 15
 - b) To note the appointment of Members to the sub committee by each of the political groups.

- 10.4 **PR & Marketing sub committee**
 - a) To approve the terms of reference of the sub committee, including the number of places. App. 9 Page 16
 - b) To note the appointment of Members to the sub committee by each of the political groups.

- 10.5 **Personnel sub committee**
- a) To approve the terms of reference of the sub committee, including the number of places. App. 9
Page 17
 - b) To note the appointment of Members to the sub committee by each of the political groups.

- 10.6 **Woodley Town Centre partnership**
- a) To approve the terms of reference of the partnership, including the number of places. App. 9
Page 19
 - b) To note the appointment of Members to the partnership by each of the political groups.

Leisure Services Committee:

- 10.7 **Community Youth partnership**
- a) To approve the terms of reference of the partnership, including the updated of places. App. 9
Page 24
 - b) To note the appointment of Members to the partnership by each of the political groups.
 - c) To approve the appointment of up to 10 representatives should the number of individuals wishing to be representatives exceed this. The following individuals have expressed an interest in being appointed to this Partnership:

- Paul Cassidy (ARC)
- Graham Sumbler (Woodley Baptist Church)
- Trina Farrance (Bulmershe Gymnastics)
- Steve Outen (Woodley United FC)
- Sam Milligan (Just Around the Corner)
- Dylan Harman (1st Woodley Boys' Brigade)
- Chas Randal (2nd Woodley Scouts)
- Chinyere Davies (Me2 Club)

- 10.8 **3G Pitch Steering Group sub committee**
- a) To approve the terms of reference of the sub committee, including the number of places. App. 9
Page 26
 - b) To note the appointment of Members to the sub committee by each of the political groups.

- 10.9 **WPLC Development task & finish working group**
- a) To approve the terms of reference of the working group, including the number of places. App. 9
Page 28
 - b) To note the appointment of Members to the working group by each of the political groups.

- 10.10 **Youth Support Service task & finish working group**
- a) To approve the terms of reference of the working group, including the number of places. App. 9
Page 30
 - b) To note the appointment of Members to the working group by each of the political groups.

Planning & Community Committee:

10.11 Cycling & Walking task & finish working group

- a) To approve the terms of reference of the working group, including the number of places.
- b) To note the appointment of Members to the working group by each of the political groups.
- c) To approve the appointment of 3 representatives to the working group. The following individuals have expressed an interest in being appointed to the working group:
 - Steve Vale (Loddon Valley Ramblers)
 - Karen Robertson (Cycling UK Reading)
 - Alex Cran (Reading Cycling Campaign)

App. 9
Page 32

Full Council

10.12 Annual Town Meeting sub committee

- a) To approve the terms of reference of the working group, including the number of places.
- b) To note the appointment of Members to the working group by each of the political groups.

App. 9
Page 34

10.13 Bulmershe Site of Urban Landscape Value Joint sub committee

- a) To note the terms of reference of the joint sub committee.
- b) To note the appointment of two representatives and one named substitute to the joint sub committee for the 2024/25 municipal year.

App. 9
Page 35

11. OUTSIDE BODIES' REPRESENTATIVES

To appoint Council's representatives on the following outside bodies, for the 2024/25 municipal year:

Appointed Members attend meetings of their respective outside bodies, as invited, and provide a report to Full Council of the organisation's activities.

- 11.1 ARC - 2 places
- 11.2 Citizens Advice Wokingham - 1 place
- 11.3 Friends of Woodford Park Committee – 1 place
- 11.4 Highwood Management Conference - 2 places
- 11.5 Keep Mobile – 1 place
- 11.6 Poor's Land Charity – 2 places to serve until 2028
- 11.7 Readibus - 1 place
- 11.8 Robert Palmer's Almshouse Charity – 1 place to serve until 2028
- 11.9 Sonning & District Welfare & Education Trust – 1 place
- 11.10 Wokingham Borough/Parish Liaison Forum – 1 place
- 11.11 Woodley Bowling Club Management Committee – 1 place
- 11.12 Woodley Volunteer Centre – 1 place

In addition, the Council appoints representatives to the following outside bodies, with no appointments required to be made in 2023:

- Poor's Land Charity (2 places)
Councillor M. Holmes and Councillor K. Gilder serving to 2026

12. **CHEQUE SIGNATORIES**
To appoint signatories to sign cheques and transfers on behalf of the Council.
- Councillors who were appointed signatories in 2023/24 were Councillors Baker, Bragg, Kennedy and Swaddle.
13. **MINUTES OF THE COUNCIL MEETING HELD ON 6 FEBRUARY 2024** Page 7
To receive the minutes of the Council Meeting held on 6 February 2024 and to approve their signing as a true and correct record.
14. **ACTIONS / FOLLOW UPS**
To review the actions / follow ups arising from previous meetings of Full Council. **(Appendix 14)** Page 25
15. **COMMITTEE REPORTS**
To note reports from the following:
- | | | | |
|------|--------------------------------|------------------|---------|
| 15.1 | Planning & Community Committee | 27 February 2024 | Page 27 |
| 15.2 | Planning & Community Committee | 26 March 2024 | Page 35 |
| 15.3 | Leisure Services Committee | 2 April 2024 | Page 43 |
| 15.4 | Strategy & Resources Committee | 16 April 2024 | Page 53 |
- The following recommendations / resolutions were made at this meeting for Full Council consideration:

 - i. That Council adopt the updates to the Stranding Orders, as set out in the agenda. (Minute 88)
Updates provided at Appendix 17.4 i Page 73
 - ii. That Council adopt the updated Financial Regulations, as set out in the agenda. (Minute 88)
Updated Financial Regulations provided at Appendix 17.4 ii Page 76
- 15.5 Planning & Community Committee 23 April 2024 Page 93
16. **ANNUAL TOWN MEETING SUB COMMITTEE**
To note **Report No. FC 3/24** of the Annual Town Meeting Sub Committee meeting which was held on 5 March 2024. Page 101
17. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.
18. **OUTSIDE BODIES**
To receive reports from Town Council representatives on outside bodies, as set out at ***Appendix 18 (enclosed)***.
19. **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. **(Appendix 19)** Page 103
20. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.
22. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 6 February 2023 at 8 pm**

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

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

Also present: *Cllr R. Horskins (virtual attendance)
6 members of the public*

72. Before the meeting commenced, the Deputy Town Mayor invited representatives from the following organisations, who were recently awarded grants, to address the Council and provide details of the projects the grants will go towards funding:

- Chemogiftbags
- Woodley Volunteer Centre

It was also noted that two written statements of gratitude had been provided by Me2 Club and the Woodley Schools' Cluster, which were circulated to Members.

The Deputy Town Mayor adjourned the meeting to enable photos to be taken of the grant recipients. Four representatives from the grant winners then left the meeting.

73. A maximum of 30 minutes was set aside before the start of the meeting for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.

74. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Horskins, Sartorel and Singh. Councillor Horskins attended the meeting virtually.

75. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

76. **MINUTES OF COUNCIL MEETING HELD ON 5 DECEMBER 2023**

The Deputy Town Mayor presented the minutes of the Council meeting held on 5 December 2023.

Minute 57: Wokingham Borough Council ASB team presentation

Following a query as to whether Wokingham Borough Council's Anti-Social Behaviour team had provided a report, as agreed at the meeting on the 5 December 2023, the Town Clerk advised that had not but that he would chase them on this and circulate when received. The Deputy Town Clerk confirmed this would be added to the actions and follow ups.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 5 December 2023 and that they be signed by the Deputy Town Mayor as a correct record.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 1

77. **ACTIONS / FOLLOW UPS**

Members noted the update to actions and follow up items raised at previous meetings, as provided in the agenda.

78. **COMMITTEE REPORTS**

78.1 **Minutes of the Planning & Community Committee: 12 December 2023**

Councillor Soane presented the minutes of the Planning & Community Committee meeting held on 12 December 2023.

RESOLVED:

- ◆ To note the minutes of the Planning & Community Committee meeting held on 12 December 2023.

78.2 **Minutes of the Planning & Community Committee: 9 January 2024**

Councillor Soane presented the minutes of the Planning & Community Committee meeting held on 9 January 2024.

RESOLVED:

- ◆ To note the minutes of the Planning & Community Committee meeting held on 9 January 2024.

78.3 **Minutes of the Leisure Services Committee: 9 January 2024**

Councillor Smith presented the minutes of the Leisure Services Committee meeting held on 9 January 2024.

RESOLVED:

- ◆ To note the minutes of the Leisure Services Committee meeting held on 9 January 2024.

78.4 **Minutes of the Strategy & Resources Committee: 23 January 2024**

Councillor Baker presented the minutes of the Strategy & Resources Committee meeting held on 23 January 2024.

Minute 76: Wheble Park

Councillor Taylor noted that, during discussions regarding investing in replacement play equipment at Wheble Park, concern had been raised about spending money on land not owned by the Town Council but leased from Reading Borough Council. She asked why this was the case when the Council spend money on the allotments site, which is also leased from Reading Borough Council. Councillor Baker advised that the difference was that the allotments are part funded by allotment tenants, whilst the play area does not provide any income.

Minute 67: Risk Management Sub Committee

RESOLVED:

- ◆ To adopt the 2024/25 Risk Management Strategy, as set out in the agenda.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 1

- ◆ To note the 2024/25 Risk Register summary pages.

Minute 68: Investments Sub Committee

RESOLVED:

- ◆ To adopt the 2024/25 Treasury Management Strategy, as set out in the agenda.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 1

Minute 72: Charges 2024/25

RESOLVED:

- ◆ To approve the charges for the Oakwood Centre for 2024/25, as set out in the agenda.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 1

- ◆ To approve the charges for Leisure Services for 2024/25, as set out in the agenda.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 1

Minute 74.2: Budget and Precept 2024/25

RESOLVED:

- ◆ To approve the Budget for 2024/25, as set out in the agenda.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 1

- ◆ To approve a precept level of £1,164,500 for the 2024/25 financial year.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 1

Members noted their thanks for Officers for their excellent work in managing the budget during 2023/24.

78.5 Minutes of the Planning & Community Committee: 30 January 2024

Councillor Soane presented the minutes of the Planning & Community Committee meeting held on 30 January 2024.

RESOLVED:

- ◆ To note the minutes of the Planning & Community Committee meeting held on 30 January 2024.

79. LEADER'S STATEMENT

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

80. WOODLEY MEMORIAL RECREATION GROUND CHARITY

RESOLVED:

- ◆ To note that the Annual Return of the Woodley Memorial Recreation Ground Charity was submitted on 1 December 2024.

81. ANNUAL TOWN MEETING SUB COMMITTEE

Following a query as to what remit would be given to the guest speaker for the annual town meeting, as well as the exhibitionist taking part in the Climate

Emergency exhibition during the day, Councillor Anderson, as Chairman of the sub committee, confirmed this would revolve around actions which can be undertaken to reduce residents' carbon footprint, with the guest speaker framing the situation. It was suggested Wokingham Borough Council's MyJourney team should be invited to attend, and Councillor Anderson welcomed further suggestions from Members.

RESOLVED:

- ◆ To note Report No. FC 2-24 of the Annual Town Meeting sub committee meeting which took place on 15 January 2024.

82. **OUTSIDE BODIES**

Councillor Smith advised Members that, whilst he was no longer a Town Council representative to the Poor's Land Charity, he would continue to support them to resolve the issues with their heating system.

In relation to his report regarding the Wokingham Borough Council Town Parish Liaison Forum, Councillor Kennedy queried whether it was the case that the Town Council had not had any input on the Borough's Community Vision and Partnership Working. The Town Clerk advised this was that case, but that Sally Watkins (WBC) had attended a recent Clerks Forum meeting, and it had been agreed a second round of consultation would take place involving the clerks.

Councillor Baker updated Members on the Wokingham Borough Council job fair which had taken place at the Oakwood Centre the previous week. Members noted this was the first time the Borough Council's job fair had taken place outside of Wokingham, and that it had been a well attended and successful event.

It was noted that, of the 13 outside bodies on which Councillors were appointed representatives, reports had only been received for 6. Councillor Guttridge had advised that she had been in discussions with Keep Mobile who had indicated they were uncertain why the Council would be interested in their activities. It was requested that Keep Mobile attend a meeting of Full Council in future to provide a presentation on their activities.

RESOLVED:

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

83. **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.

84. **FUTURE AGENDA ITEMS**

There were no future agenda items suggested by Members.

85. **PUBLICITY & WEBSITE**

There were no publicity or website items suggested by Members.

Meeting closed at 8:41 pm

LEADERS STATEMENT

Cllr Keith Baker
6th February 2024

Thank you to all the councillors who have participated in all the discussions throughout the Standing Committees. The debates have been very intense with many good points being raised from all sides.

There is a lot of good news in the budget for both residents and charities. The budget setting process has been carried out by officers in the most testing of conditions. With record inflation rates being experienced during the last year it meant the Town Council was not immune to the financial consequences from it. At the beginning of the budget setting process, I asked officers to keep uppermost in their minds the impact of Council Tax on residents' household budgets.

To their credit they have done it again - setting a precept of £106.69 for a Band D property. That is a reduction of 2.8% on last year's precept. In isolation that is extremely good but when compared to the precept of 2021/22 it is an 11% drop over the last 3 years. In absolute terms that is a reduction of £13. It is now the lowest rate since 2016/17, before the pandemic.

Cynics will probably jump in and ask what cuts have been made to achieve this. The simple answer is none. Officers have been magnificent in managing the finances with our income streams growing very well.

The income from the Leisure Centre is around £100,000 higher than budgeted after ignoring the windfall of "Reclaimed VAT" of £133,690. Interestingly whilst this Town Council has not only applied for the rebate and received it WBC are still deciding what to do and have yet to claim anything! Maybe they should come here and see how it should be done!

Both Football and Cricket are continuing to be subsidised at approximately the same levels of previous years. Again, as in previous years both Coronation Hall and Chapel Hall are making small profits.

We are also continuing to share with charities our fiscal success with nearly £67,000 being distributed via grants to charities and individuals with just under half of that amount going to youth related charities.

Turning to Capital projects this financial year has seen an unprecedented investment of £185,000 to cover dozens of projects. Next year £80,000 will be set aside for Buildings and Facilities up from the usual £45,000.

I wonder if either Earley or Wokingham Town Councils can provide a "report" card anywhere as good as the one for Woodley Town Council? Can I close with thanking, on behalf of Woodley residents, all officers who were involved in the budget – it was not easy this year but you came through. You are simply the best.

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	Yes	11
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	Yes	10
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:	24 th 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 tennant. The new incumbant 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:	
<p>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.</p>	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>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.</p>	
Please provide any additional information that fellow Members might find useful:	
<p>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.</p>	

Representative:	Cllr Mike Kennedy	Dated:	30.01.2024
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Robert Palmer Almshouses

Report following latest meeting in January 2024

I am pleased to advise that this Charity is operating on a stable financial basis with a significant surplus in Income and Expenditure in 2023.

This Grade II listed building requires a lot of maintenance and among other things, the Chimneys were all repointed last year together with decoration and repair work inside a couple of the houses.

Meetings with residents take place on a 6 monthly basis where the trustees listen to all comments and problems and try to resolve them quickly. Recent requests have covered the garden area where the trustees are looking to replace the bench seating for the enjoyment of residents during periods of good weather. The main gardens at the front are very attractive with a large patio area to the rear overlooking the allotments.

A review of the Health and Safety rules is currently underway together with updating of Risk Assessments, which will include an updated Fire safety check.

The next meeting of the trustees is scheduled for April

Cllr David Bragg

DRAFT

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	Citizens Advice Bureau (Wokingham)
Name of Representative	Vin Lewis
Capacity appointed; e.g. trustee, director, observer etc	Observer
	1
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:	
<p>Citizens Advice (Wokingham) (WCAB) offers free, confidential, impartial and independent advice and information to anyone living or working in Wokingham borough. We are a local charity, based in Waterford House in central Wokingham.</p> <p>At Waterford House we offer face-to-face, telephone and email assessments and appointments. We also offer face-to-face drop-in assessments and advice appointments at our Headley Road office in central Woodley.</p> <p>We also have a Mobile Advice Unit that can be found at a number of locations throughout each month. Details of which can be found on our website.</p> <p>Our small team of 20 staff and 83 volunteers are committed to giving high quality client centred advice and information and all have a commitment to equality and diversity.</p>	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>During these times of Cost of Living / High Energy costs and High Inflation, Wokingham Borough Council provide financial assistance for:</p> <p>Household Support Funds Wokingham Local Welfare Provision (LWP) Wokingham United Charities essential item grant Foodbanks and Free School Meals</p> <p>Other Key Partners The Cowshed Clothing for adults, children and babies. First Days are a local Children's Charity Mind in Berkshire provide the Wokingham Wellbeing Service – free one-to-one sessions to people who may be experiencing mental health issues Cranstoun deliver the Wokingham Domestic Abuse service Kaleidoscopic UK are a charitable organisation for survivors of domestic abuse</p>	

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

CEO of WCAB: **Bill Feeny**

Trustees of WCAB:

Jan Cameron, Anne Deller, Maria Juarez, Alison Lucas, Naomi Lynam

Financial Year 2022 highlights

8,657

issues reported

£537k

debt **WRITTEN OFF**

4,917

supported residents

2,591

clients

3,000

food bank applications processed

£873k

income gain to vulnerable residents

Issues

	Issues	Clients
Benefits & tax credits	2,545	1,479
Benefits Universal Credit	333	182
Charitable Support & Food Ban..	1,022	548
Consumer goods & services	397	209
Debt	1,022	405
Education	39	30
Employment	434	195
Financial services & capability	220	162
GVA & Hate Crime	43	32
Health & community care	171	103
Housing	810	390
Immigration & asylum	116	64
Legal	244	138
Other	77	15
Relationships & family	308	167
Tax	49	37
Travel & transport	76	58
Utilities & communications	751	335
Grand Total	8,657	

Gender



- Female
- Male
- Prefer different t...

Disability / Long-term health



- Long-Term Health Condition
- Disabled
- Not disabled/no health problems

Ethnicity



- White
- Asian
- Black
- Mixed
- Other

Representative:

Vin Lewis

Dated:

05 Feb 2024

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
Appendix A	Leisure Services to consider alternatives to bonfires at the allotments, including the suggestion to install a Bio-char cone pit.	Tenants to be asked to take part in a survey to help quantify the number tenants who have bonfires on their plot, how frequently etc, so that we can better assess the impacts of this.	01/05/24

Meeting Date:		6 February 2024	
Minute	Action	Progress Update	Last Updated
76	Chase WBC ASB team for report	COMPLETE Report has been received from ASB team and will be presented at the next P&C meeting (21 May) with further updates provide quarterly.	01/05/24
82	Invite Keep Mobile to meeting of FC to provide presentation on their activities.	COMPLETE Keep Mobile providing presentation at this meeting.	01/05/24

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 27 February 2024 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); 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 K. Baker (virtual attendance)
9 members of the public*

177. **APOLOGIES**

Apologies for absence were received from Councillors Baker and Lewis. Councillor Baker advised that he would attend the meeting virtually.

178. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

179. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 30 JANUARY 2024**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 30 January 2024 be approved and be signed by the Chairman as a true and accurate record.

180. **ACTIONS / FOLLOW UPS**

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

181. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

182. **PLANNING DECISIONS**

RESOLVED:

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

183. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal against refusal of planning permission has been lodged with the Planning Inspectorate:

Application: 231846

Location: 44 Coppice Road, Woodley, Wokingham, RG5 3RA

Proposal Full application for the proposed subdivision of the site and erection of a two storey side extension to form 1 no. terraced dwelling with associated parking. (Woodley Town Council submitted objections to the proposal.)

184. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note the following prior approval application, submitted to Wokingham Borough Council:

Application: 240234
Location: 79 Woodlands Avenue, Woodley, Wokingham, RG5 3HG
Proposal: Prior approval submission for the proposed enlargement of the existing bungalow through the erection of 1 no. additional storey to a maximum height of 8.10 metres.

185. **ADVERTISEMENT CONSENT**

RESOLVED:

- ◆ To note the following advertisement consent applications, submitted to Wokingham Borough Council:

Application: 233165
Location: 147 Crockhamwell Road, Woodley, Wokingham, RG5 3JP
Proposal: Application for advertisement consent for 1 no. internally illuminated projecting sign. (Retrospective)

Application: 240154
Location: 86 - 88 Headley Road, Woodley, Wokingham, RG5 4JE
Proposal: Application for advertisement consent for 3 no. non-illuminated fascia signs, plus replacement of the existing 3 no. non-illuminated fascia signs.

Application: 240249
Location: Unit 3b, Headley Park Area Ten, Headley Road East, Woodley, Wokingham, RG5 4SW
Proposal: Application for advertisement consent for 1 no. Illuminated sign to replace the existing non-illuminated fascia sign.

Application: 240449
Location: 176 Specsavers Opticians, Crockhamwell Road, Woodley, Wokingham, RG5 3JH
Proposal: Application for advertisement consent for 1 no. internally illuminated main fascia and internally illuminated projecting sign.

- ◆ To object to application 233165, citing that the use of signage with a moving, flashing LED image is against guidance published by the, then, Ministry of Housing, Communities & Local Government outdoor advertisement and signs in 2007. It was noted that signage of this style has the potential to trigger people with photosensitive epilepsy. This type of sign is also out of keeping with all other signage in Woodley town centre and therefore permission would set a precedent.

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

RESOLVED:

- ◆ To note the following application for tree works:

Application: 240238

Location: TPO 170/1980, GROUP 5: 11 Lindberg Way, Woodley, Wokingham, RG5 4XE.
Proposal: T2, Oak – Fell.

187. **CYCLING & WALKING TASK & FINISH WORKING GROUP**

RESOLVED:

- ◆ To note Report No. PC 2/24 of the meeting of the Cycling & Walking task and finish working group which took place on 8 February 2024.
- ◆ To amend section '4. Size' of the terms of reference to state:
5 Members; to be made up of 1 Labour group and 1 Liberal Democrat group appointment, and 3 representatives from active local cycling and / or walking organisations (disregarding Standing Order 2.2 – political proportionality).

188. **SCHOOL PARKING**

Members discussed the issue of parking around schools at drop off / pick up times, with various views expressed as to how the Council may act to help resolve the issue.

Members noted that the placing of ANPR cameras in Earley had helped to resolve the issue of parents parking illegally on hatchings outside schools, and it was suggested Wokingham Borough Council should be approached to ask for the same to take place near Woodley schools. Members also highlighted another successful scheme, this time in Reading, where roads around certain schools have been temporarily closed for a short period around drop off / pick up times, although it was noted that this required engaging volunteers to operate this.

It was suggested that the Council might engage with Wokingham Borough Council's My Journey team to review the issue and consider potential solutions. It was noted My Journey were due to meet with the Cycling & Walking task and finish working group, and it was agreed that this matter would be picked up with them then, with the working group reporting back to the Committee.

Another suggestion was made to request Wokingham Borough Council Civil Enforcement Officers to patrol near schools and issue PCNs to anyone parking illegally.

RESOLVED:

- ◆ For the Cycling & Walking task and finish working group to discuss the matter with Wokingham Borough Council's My Journey team and report back to the Planning & Community Committee.
- ◆ To write to Wokingham Borough Council's Parking team to request civil enforcement officers undertake additional enforcement around Woodley schools at school pick up / drop off times.

189. **TRANSPORTATION & HIGHWAYS**

189.1 **Community Speedwatch**

Councillor Bragg advised Members that he had now provided the documentation to register the Council's equipment with the Community Speedwatch scheme, and this should be approved within a matter of days.

Following this, the intention is to undertake Speedwatch activities in two locations: on Colemansmoor Road, by Oak Drive, and outside St John's Church on Church Road, although this will be reliant on the locations being approved by Community Speedwatch.

189.2 **Highways Issues**

There were no other highways issues raised by Members.

190. **COMMUNITY ISSUES**

There were no community issues raised by Members.

191. **PUBLICATIONS/INFORMATION**

RESOLVED:

◆ To note receipt of the following:

- Me2 Club Newsletter – January 2024
- CCB eBulletin – January 2024
- Berkshire Association of Local Councils Newsletter – February 2024

192. **FUTURE AGENDA ITEMS**

It was requested that the matter of parking outside schools be brought back to a future meeting.

193. **PUBLICITY/WEBSITE**

Members requested publicity regarding the parking outside of schools be publicised by the Council.

194. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 9:41 pm

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 27 February 2024

Application No. & Address	Proposal
232810 49 Cypress Road, Woodley, RG5 4BD	Full application for the proposed subdivision of the site and erection of a part single part two storey side extension to form 1 no. three bedroom dwelling with associated parking and access, following demolition of the existing single storey side extension.
<p>Observations: The Planning & Community Committee have considered this application and wish to submit objections. The proposal to add an additional dwelling to this semi-detached pair would be out of keeping and out of character with the estate – Members highlighted that the roads in the vicinity are made up entirely of detached and semi-detached properties. The proposal would also create a terracing effect.</p> <p>The development is also being proposed in a high Great Crested Newt impact risk zone, and anecdotally Members believed a property on the estate has a pond with four such newts inhabiting it.</p> <p>The proposal would also result in the loss of amenity land on the corner of Cypress Road and Redwood Avenue.</p> <p>Members have also requested, via the Chairman, to ask the relevant Borough Ward Member to list the application, should the planning officer be minded to approve the application.</p>	
233050 1 Cody Close, Woodley, RG5 4XN	Householder application for proposed loft conversion to create habitable accommodation 4 no. integrated roof light/balcony to the rear elevation with changes to the fenestration.
<p>Observations: The Planning & Community Committee have considered this application and, whilst they had no objections, they requested that the neighbour’s concerns regarding overlooking be taken into account.</p>	
233108 6 Silver Fox Crescent, Woodley, RG5 3JA	Full application for the proposed erection of 1no. 3 bedroom detached dwelling with curtilage, hardstanding, dropped kerb and new access from Silver Fox Crescent.
<p>Observations: No objections.</p>	

240153 86 - 88 Headley Road, Woodley, RG5 4JE	Full application for the proposed alterations to the existing shopfront to create a total of 4 no. shopfronts to facilitate the subdivision of the existing retail unit on the ground floor into 4 no. separate units (Use Class E).
<p>Observations: The Planning & Community Committee have considered this application. Whilst they are not opposed to the redevelopment of this site, the Committee wished to object to the specific proposals included in this application.</p> <p>Members felt that four shops were too many to occupy this site, and highlighted that the number of parking spaces (18) would be insufficient. Whilst it was not known what type of shops would be in situ, other than a convenience store, it was felt likely that the level of use would far exceed the allocated 18 spaces, with little to no alternative parking in the vicinity.</p> <p>Members were also concerned with regards to the entry and egress from the site. At present, there is no formal system in place. Members felt any proposal for this site should include the provision of dedicated entry and egress points.</p> <p>Members were also concerned with the potential impact on the highway. The roundabout already has a high volume of traffic; an increased number of vehicles leaving and joining the highway at this location will lead to more conflict, especially between vehicles and pedestrians. It was noted there is no pedestrian crossing point at this location on Headley Road; walkers are expected to use crossing points around the north, east and southern sides of the roundabout, although, in reality, this doesn't happen due to the increased walking distance. Members highlighted that, similar to other locations in Woodley, a convenience store will attract footfall, especially from young people after school. With no sufficient crossing point the risk of accidents will increase with the volume of young people likely to look to access this site. Members noted four collisions have been registered at this roundabout, one serious, suggesting it is already an accident hotspot in Woodley.</p>	
240158 60 Rochester Avenue, Woodley, RG5 4NB	Householder application for the proposed single storey rear side extension following demolition of existing conservatory and garage.
<p>Observations: No objections.</p>	
240173 62 Lysander Close, Woodley, RG5 4ND	Householder application for proposed two storey side extension with changes to the fenestration.
<p>Observations: No objections.</p>	
240197 13 Highgate Road, Woodley, RG5 3ND	Householder application for the proposed erection of a single storey side extension, garage conversion to create habitable accommodation, extension to existing first floor front dormer, erection of first floor rear extension, plus demolition of existing front garden wall.
<p>Observations: The Planning & Community Committee have considered this application and wished to object on the grounds that the proposal:</p> <ul style="list-style-type: none"> - will have an unneighbourly effect on the property at no.11 by virtue of the length massing - will potentially lead to a loss of light on the neighbouring property at no.11. - plans an extension which is out of scale with the existing property - reduces available amenity space 	

240217 39 Arundel Road, Woodley, RG5 4JP	Householder application for proposed garage conversion to habitable living space with changes to fenestration.
Observations: No objections.	
240276 22 Tiger Close, Woodley, RG5 4UY	Full application for erection of the proposed single storey detached store ancillary to the main dwelling.
Observations: No objections.	
240304 2 Woodley Green, Woodley, RG5 4QP	Householder application for the proposed erection of front porch. Two storey side and rear extensions along with changes to fenestration.
Observations: No objections.	
240327 1 Crediton Close, Woodley, RG5 4DQ	Householder application for proposed two storey side extension, single storey rear with changes to the fenestration
Observations: No objections.	
240363 16 Anthian Close, Woodley, Wokingham, RG5 4XA	Householder application for proposed single storey front extension with changes to the fenestration.
Observations: No objections.	
240424 66 Rochester Avenue, Woodley, RG5 4NB	Householder application for the proposed erection of a single storey rear extension (orangery).
Observations: No objections.	
240437 6 Woodlands Avenue, Woodley, RG5 3HJ	Application to vary condition of planning consent [232172] for the [householder application for proposed insertion of 1 no. front dormer and 1 no. side dormer]. Condition [2] refers to [Approved details] and the variation is [alterations to form gable]
Observations: No objections.	

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 26 March 2024 at 7:45 pm

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

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

Also present: *Councillors R. Horskins and J. Taylor (virtual attendance)
3 members of the public*

195. **APOLOGIES**

Apologies for absence were received from Councillors Horskins, Lewis, Sartorel and Taylor. Councillors Horskins and Taylor advised they would attend the meeting virtually.

196. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

197. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 27 FEBRUARY 2024**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 27 February 2024 be approved and be signed by the Chairman as a true and accurate record.

198. **ACTIONS / FOLLOW UPS**

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

17 October 2023 – Minute 94.3

Members noted that the Chairman had spoken to the Borough Councillor for the ward who had agreed to take up the matter of parking concerns at Rivermead Primary School with Wokingham Borough Council officers.

30 January 2024 – Minutes 172.3

It was noted that the issue of parking around schools, as raised and publicised by the Town Council following recent meetings, had been picked up in the local press and on Facebook.

27 February 2024 – Minute 188

It was confirmed that a member of Wokingham Borough Council's My Journey team would be meeting with the Cycling & Walking task & finish working group at their next meeting, at which point the matter of parking and commuting to schools would be raised.

The Deputy Town Clerk confirmed that he had received a response from Wokingham Borough Council's Parking department to confirm that they aim to patrol all schools once a month. They had advised that, up until 22 February, seven of the eleven Woodley schools had received a patrol. They had also advised that they had believe Waingels College was a sixth form college, and so hadn't previously included them in their patrols, but they would now do so going forward.

199. **CURRENT PLANNING APPLICATIONS**

During discussions around planning application 240586: 29 Beechwood Avenue, Members queried the rules surrounding the building of outbuildings, specifically any requirement for them to be located a minimum distance from site boundaries and to what extent they can be habitable. Members also noted the application was a retrospective application, and highlighted concern regarding the number of retrospective applications being received. It was agreed to write to Wokingham Borough Council regarding these matters.

RESOLVED:

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.
- ◆ To write to Wokingham Borough Council's planning team to seek further guidance on the rules and guidance around the building of outbuildings, and the highlight concern around the number of retrospective applications being received.

200. **PLANNING DECISIONS**

RESOLVED:

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

201. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note the following prior approval applications, submitted to Wokingham Borough Council:

Application: 240517
Location: 15 Coniston Close, Woodley, Wokingham, RG5 4AY
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 4.00m, for which the maximum height would be 3.20m and the height of the eaves 3.10m.

Application: 240615
Location: 50 Rochester Avenue, Woodley, Wokingham, RG5 4NA
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 4.50m, for which the maximum height would be 2.90m and the height of the eaves 2.80m.

Application: 240652
Location: 27 Fairwater Drive, Woodley, Wokingham, RG5 3JG
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 6m, for which the maximum height would be 3m and the height of the eaves 3m6m rear flat roof extension.

202. **TREE PRESERVATION ORDERS**

202.1 **Applications for works to trees**

RESOLVED:

- ◆ To note the following applications for tree works:

Application: 240510
Location: TPO 3/1951, WOODLAND 3: 25 Larch Drive, Woodley, Wokingham, RG5 3LW.
Proposal: T1, Sweet Chestnut – Crown reduction by 3-4m in height (back to historic reduction points) and by 3m in spread; remove major deadwood.

Application: 240698
Location: TPO 3/1951, WOODLAND 3: 68 Antrim Road, Woodley, Wokingham, RG5 3NY.
Proposal: T1, Horse Chestnut – Fell.

202.2 Confirmed TPOs

RESOLVED

- ◆ To note the following tree preservation order has been confirmed by Wokingham Borough Council:

TPO 1955/2024 - Trees at 91 Reading Road, Woodley, Wokingham, Berks, RG5 3AE

203. **CYCLING & WALKING TASK & FINISH WORKING GROUP**

RESOLVED:

- ◆ To note that Councillor Edwards has resigned as the Labour representative to the Cycling & Walking task and finish working group, and has been replaced by Councillor Taylor.

204. **TRANSPORTATION & HIGHWAYS**

204.1 **Community Speedwatch**

Councillor Bragg advised Members that the police have now formally registered the Council's Speedwatch camera. Members noted that the Speedwatch group had recently submitted applications to the police for an initial two locations to be used for Speedwatch activities; amenity land on Oak Drive to monitor speeding on Colemans Moor Road, and outside St John's Church to monitor Church Road. The police must approve both locations before activities can take place, and this process takes around two weeks.

It was noted that both Councillors Bragg and Taylor, members of the Speedwatch group, were away towards the end of April, and so the first official activities were likely to take place in the middle of May, following the Borough elections.

204.2 **Highways Issues**

Councillor Baker updated Members on the issue of electric vehicle (EV) charging points which had been implemented by disabled parking spaces in Headley Road car park, and had caused confusion as to who was permitted to park in those spaces. He advised that the Director of Highways at Wokingham Borough Council had confirmed this installation could've been managed better. The EV charging points have now been covered up, with confirmation that the parking spaces are for the use of disabled badge holders for the current time. The plan is to now implement two new disabled parking spaces using adjacent spaces and, once this is done, the pre-existing disabled spaces will be converted into EV charging spaces.

It was requested that Councillor Baker might seek to find out from Wokingham Borough Council what the cost of this work will be.

205. **COMMUNITY ISSUES**

Councillor Jewell provided Members with information on the Local Nature Recovery Strategy, which is a government initiative to map areas and promote bio-diversity.

She advised that a Bulmershe & Whiteknights green corridor is under consideration as part of this scheme. Members noted that the Royal Borough of Windsor and Maidenhead were responsible for this for the whole of Berkshire.

It was noted Councillor Jewell was due to attend a workshop on this matter in April. It was requested that Councillor Jewell send a single document, explaining the current situation, to the Deputy Town Clerk, to be forwarded on to all Town Councillors.

206. **PUBLICATIONS/INFORMATION**

Councillor Bragg advised that he had been the Council's most recent representative to the Berkshire Association of Local Councils (BALC) and that he had heard nothing from them in some time. At the time he was involved, Councillor Bragg advised that he had concerns about how the accounts reflect the relationship between BALC and Hampshire Association of Local Councils (HALC) who had been engaged by BALC to provide support to local councils in Berkshire on their behalf.

The Deputy Town Clerk advised that no official Town Council representative had been appointed to BALC in recent times, but that he was aware that BALC were attempting to increase their activities and become more prominent as an organisation in their own right. It was requested that a member of the BALC executive be invited to a future meeting of Full Council.

RESOLVED:

- ◆ To note receipt of the following:
 - Berkshire Association of Local Councils (BALC) Newsletter – March 2024
- ◆ To invite a member of the BALC executive to a future meeting of Full Council.

207. **FUTURE AGENDA ITEMS**

It was suggested that a member of Wokingham Borough Council's planning team be invited to a future meeting of the committee to advise on the development of outbuildings. The Deputy Town Clerk advised that a similar request was made in November, in relation to getting advice on the Woodley Design Statement, but that the Head of Planning at Wokingham Borough Council had advised that they did not have resource to attend an evening Town Council meeting, and that they were developing a new training programme to be delivered to town and parish councils later in 2024.

208. **PUBLICITY/WEBSITE**

It was suggested that an item on Speedwatch be included in the next issue of the Herald.

209. **ENFORCEMENT ISSUES**

RESOLVED:

- ◆ To note that enforcement issues for February 2024 have not yet been provided by Wokingham Borough Council.

The meeting closed at 9:05 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 26 March 2024

Application No. & Address	Proposal
240390 30 Western Avenue, Woodley, RG5 3BH	Householder application for proposed part single part first floor rear extensions with changes to fenestration, along with one additional outbuilding to the rear and dropped kerb for vehicle access, following demolition of existing garage and rear outbuilding.
Observations: The Planning & Community Committee have considered this application and have no objections. However, they did ask that planning officers ensure the position of the heat pump complies with any relevant guidance / legislation – e.g. distance from fence / boundary; operated during permitted times.	
240543 14 Portrush Close, Woodley, RG5 3PB	Householder application for proposed first floor rear extension.
Observations: No objections.	
240586 29 Beechwood Avenue, Woodley, RG5 3DE	Householder application for proposed erection of the single storey detached outbuilding to the rear (retrospective).
Observations: The Planning & Community Committee have considered this application and have no objections. However, they do ask that the concerns of the neighbour, relating to drainage, are picked up by the Council and reviewed by the relevant department.	
240595 7 Lavenham Drive, Woodley, RG5 4PP	Householder application for proposed garage conversion to create habitable accommodation, single storey front extension to create a porch with changes to the fenestration
Observations: No objections.	
240606 50 Rochester Avenue, Woodley, RG5 4NA	Householder application for proposed single storey front extension to create porch, part single storey part two storey rear/side extension along with changes to fenestration.
Observations: No objections.	
240651 6 Denmark Avenue, Woodley, RG5 4RS	Householder application for proposed garage conversion to create habitable accommodation, single storey side extension , single storey front extension to create habitable a porch with changes to the fenestration
Observations: No objections.	

240674 26 Arundel Road, Woodley, RG5 4JL	Householder application for proposed first floor side extension above the existing garage with changes to the fenestration.
Observations: No objections.	
240679 29 Woodlands Avenue, Woodley, RG5 3HN	Householder application for proposed two storey rear extension, insertion of 2 no. dormers and 2 no. rooflights to the east elevation of the existing roof, insertion of 2 no. dormers and 2 no. rooflights to the west elevation of the existing roof
Observations: No objections.	
240696 4 Coppice Road, Woodley, RG5 3QX	Application to vary condition 2 and 5 of planning consent [222632] Condition 2 refers to Approved plans fenestration changes were made in the implementation of the approved scheme. Condition 5 refers to restriction of permitted development rights - no additional windows - one additional is requested to be added to the west elevation at first floor with obscure glass
Observations: Members of the Planning & Community Committee have considered this application and wish to object to the proposal to add one additional window. Members cited that Condition 5 was added to the original permission for good reason, and there has been no change which would suggest this condition should now be removed.	
240398 72 Bruce Road, Woodley, RG5 3DZ	Householder application for proposed single storey front infill to existing porch followed by single storey rear extension with changes to fenestration.
Observations: No objections.	
240460 10 Buckden Close, Woodley, RG5 4HB	Householder application for proposed single storey side extension with change of fenestration along with extension of hardstanding driveway.
Observations: No objections.	
240466 4 Hawker Way, Woodley, RG5 4PF	Householder application for proposed single storey rear extension with change of fenestration following demolition of existing conservatory along with additional extension of dropped kerb to create vehicle access.
Observations: No objections.	
240500 3 Copse Mead, Woodley, RG5 4RP	Application for removal or variation of a condition following grant of planning permission(210140)dated(26/02/2021)for the erection of a part single storey part two storey front extension, including the erection of a front canopy roof, plus the insertion of 3no. dormers to the front of the property. Condition 2 Approved details - changes to the design as the building commenced.
Observations: No objections.	

240506 96 Butts Hill Road, Woodley, RG5 4NR	Householder application for proposed two storey side extension with hip to gable roof, along with single storey rear extension with changes to fenestration.
Observations: No objections.	

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 2 April 2024 at 8:00 pm**

Present: *Councillors M. Firmager (Deputy Chairman); Y. Edwards; 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: *1 member of the public*

58. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Errawalla and Smith.

59. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

60. **MINUTES OF THE MEETING HELD ON 16 JANUARY 2024**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 16 January 2024 be approved and signed by the Chairman as a correct record.

61. **ACTIONS / FOLLOW UPS**

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

5 September 2024 – Minute 17

With regards to the action to add the potential re-installation of a 'graffiti wall' on the Council's projects list, the Town Clerk advised that the intention is to engage with a suitable youth service provider first to consider this before adding to the list.

62. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

It was noted that expenditure was as expected at this stage of the year, although staffing and energy costs are a little higher due to increased costs as previously reported.

With regards to income, it was noted this was above expected, at around 119% of that budgeted by the end of February 2024. The Town Clerk advised this was, in part, due to the changes on VAT charged on sports facilities, but also due to high usage and membership levels at Woodford Park Leisure Centre.

With regards to VAT changes, it was noted this would only affect 2023/24 financial figures, with VAT not included in the charges approved for the 2024/25 year.

RESOLVED:

- ◆ To note Report No. LS 10/24.

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

The Leisure Services Manager presented Report No. LS 11/24.

It was noted that, of the 156 new members who signed up between 10 January and 20 March 2024, most had joined in January. One of the leavers had cited difficulty booking onto exercise classes as a reason for leaving.

The Leisure Services Manager advised Members that there was currently an issue accessing the full media features on some of the new cardio equipment in the gym. Investigations had shown this was not an issue with the television aerial, and so further investigations were ongoing with the equipment provider to find a solution.

Members noted that the new flexi exercise class option had been received well by gym members, and that this would increase class capacity by around 40 people per week.

In relation to the usual drop off in membership following the January spike, the Leisure Services Manager advised this hadn't been as noticeable as previous years, likely, in part, to the procurement of new gym equipment. He continued to state that there was still expected to be a drop off as it moves into sunnier months, when people decide to cancel membership to exercise outdoors.

Members noted the desire from Woodley Cricket Club for the Council to fund improvements to the facilities, including the provision of separate team and umpire changing, toilet and showering facilities. The Leisure Services Manager advised that these facilities, amongst others, were now a requirement of the Berkshire Cricket League and that, were they not to be available at the leisure centre from 2025, the club would not be able to play league matches there. It was highlighted that this would be fed back into the discussion of the WPLC Development task & finish working group. The Deputy Town Clerk advised Members that, at present, there has been no demand from other clubs for the provision of separate team changing facilities at the leisure centre. Any costs associated with the refurbishment of the existing football changing rooms, or the provision of such facilities, would need to be considered in the context of potential income, and it was highlighted that cricket is already heavily subsidised by the Council.

RESOLVED:

- ◆ To note Report No. LS 11/24.

64. **PARKS AND BUILDINGS**

The Town Clerk presented Report No. LS 12/24.

It was highlighted that the rotating swing in the play area in Woodford Park was currently out of action. Following investigation, this had been linked to an issue with the bearing unit due to heavy use, with the manufacturer working to provide a replacement.

It was noted that a number of people at a recent car boot sale in the town centre had encountered issues accessing the public toilet. The Town Clerk stated that he had been advised of this at the time, and staff had investigated this promptly but found no issues. Members noted the Town Clerk was continuing to look into the matter to see what might have happened. He also advised that he would be looking to add the Council's emergency contact number onto signage on the toilet.

With regards to the potential project to install pathways around the sports pitches, the Town Clerk confirmed that the Council would be reviewing this in light of improvements to all pathways in Woodford Park, some of which he was acknowledged encountered issues with flooding.

In relation to improving the roadways at the allotments site, it was confirmed the Council would also be attempting to resolve the issue of flooding by the gates. It was noted that flooding also impacted a small number of plots to the left of the gate; one option to resolve this was to migrate those plot holders to other plots elsewhere on the site, but it was noted this would require further investigation and discussion.

Following queries, the Town Clerk confirmed that further information was being sourced in relation to the banning of bonfires at the allotments site, due to come in from January 2025, and that the matter would be re-considered in light of this. He advised that consultation with tenants was being planned to understand how many bonfires were taking place, and what waste was being burnt at the site, and that the Council would fully investigate potential alternative solutions, including the offsetting of carbon release from bonfires if it was deemed a ban should not be introduced.

RESOLVED:

- ◆ To note Report No. LS 12/24.

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

It was highlighted that it was good to see two young people had attended the last meeting of the working group to feed their ideas into discussions. Members noted they had indicated that, should a youth venue be considered, siting this in an existing Council building might discourage attendance from certain young people due to its perceived connection with authority. It was also highlighted that they suggested any setting should be perceived to be informal, and that were more formal, organised youth work to be predominant then this again might discourage attendance.

The Deputy Town Clerk highlighted that the working group had also determined at the meeting to engage Berkshire Youth to conduct a youth engagement project on behalf of the Council, which would include a survey distributed via schools, a number of outreach sessions in the town, and two summer holiday activities. All information gathered from these activities would be fed back to the group to aid in their decision making.

RESOLVED:

- ◆ To note Report No. LS 13/24 of the Youth Support Service task & finish working group meeting held on 26 February 2024.

66. **COMMUNITY YOUTH PARTNERSHIP**

It was commented that there appeared to be a lack of actions emanating from meetings of the Community Youth Partnership in recent times, although it was noted that only two voluntary sector representatives had been available to attend this meeting.

Members noted the partnership's terms of reference allowed up to ten voluntary sector representatives as members. The Deputy Town Clerk advised that, following a discussion which took place after the last meeting, he had agreed to correspond with all known youth organisations in the area try to try and increase the number of representatives. He also advised that Thames Valley Police were now being invited to these meetings, along with members of Wokingham Borough's Youth Council.

It was highlighted that one of the actions of the Youth Support Service task & finish working group was to consider increasing young people's engagement in local democracy, and that they would be considering whether setting up a Youth Town Council could achieve this. If this took place, it was noted that the roles of, and links between the potential Youth Town Council, the Leisure Services Committee, and the Community Youth Partnership would likely evolve.

RESOLVED:

- ◆ To note Report No. LS 14/24 of the Community Youth Partnership meeting held on 14 March 2024.
- ◆ To approve the updated terms of reference, provided at **Appendix A**.

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

67. **3G PITCH STEERING GROUP SUB COMMITTEE**

The Deputy Town Clerk advised that the new 3G Pitch Management and Development Plan had been developed to capture all the information needed to evidence to the FA that the Council is complying with the original funding agreement in relation to the pitch.

With regards to the placing of £12k annually into an earmarked reserve for the replacement of the pitch surface at the end of its life, it was noted this amount would need to be reviewed, with up-to-date quotes for replacement being sought to inform this decision.

RESOLVED:

- ◆ To note Report No. LS 15/24 of the 3G Pitch Steering Group sub committee meeting held on 19 March 2024.
- ◆ To approve the updated terms of reference, provided at **Appendix B**.
- ◆ To approve the 3G Pitch Management & Development Plan 2024-25, as provided in the agenda.

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

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

RESOLVED:

- ◆ To note Report No. LS 16/24 of the Woodford Park Leisure Centre Development task & finish working group meeting held on 26 March 2024.
- ◆ To approve the procurement of a structural survey of the sports hall, prior to proceeding with any required remedial works.

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

69. **FRIENDS OF WOODFORD PARK UPDATE**

Members noted the report from the Friends of Woodford Park (FoWP), as set out in the agenda, highlighted the following concerns raised through the group's work and interactions with the public:

- Lack of decent paths across some areas of the park, including in front of Coronation Hall, access from Keane Close, and alongside St Dominic's School, some of which are also prone to flooding
- Lack of planting in the Garden of Remembrance
- Abandoned beds at the leisure centre

Members noted that regular communication took place between FoWP and the Council's appointed representative, with issues raised promptly to the Town Clerk, hence why a number of issues have already been considered earlier in the agenda.

It was noted that the improvement of paths in the park had been discussed earlier in the meeting. The Town Clerk confirmed that planting in the Garden of Remembrance was being considered, and an update would be provided at the next meeting.

RESOLVED:

- ◆ For the Deputy Town Clerk to respond to the Friends of Woodford Park to acknowledge their report, and respond to the concerns raised.

70. **CORONATION SEATING PROJECT**

Members considered the indicative Coronation Seating Orchard design, presented in the agenda, noting the design was indicative, indicating the general location and design.

Members requested the possibility of stone seating be considered due to its durability, although the Town Clerk advised that staff are able to maintain wooden seating to a high standard across the park.

A suggestion was made that sculpture could be incorporated into the design. The Town Clerk advised that the provision of a sculpture trail across the town was being considered; if this were to proceed, then this location could be suitable for inclusion.

A comment was made that the inclusion of herbs might not be the best form of planting, as many die back in winter, with aromatic plants possibly better. The Town Clerk advised that the grounds team would review and adjust planting over time depending on what works, with the team enthusiastic about taking this on as a pet project.

It was also suggested that some tree stumps from the felling of the poplar trees by the maintenance yard could be moved to this location as well to provide habitat for insects.

RESOLVED:

- ◆ To note Report No. LS 17/24.
- ◆ To approve the design of the Coronation Seating Orchard, as provided in the agenda.

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

71. **OUTDOOR SPORTS HIRE RATES**

RESOLVED:

- ◆ To note Report No. LS 18/24.

RECOMMENDATION:

- ◆ That the Strategy & Resources Committee approve the introduction of the following outdoor sports hire rates, as set out in Report No. LS 18/24;
 - (3G Pitch) Partner Club rate = £73.00 per hour
 - (Football & 3G Pitch) Mini-pitch rate = £13.00 per hour

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

72. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

73. **PUBLICITY AND WEBSITE**

There were no publicity or website items raised by Members.

The meeting closed at 9:17 pm

COMMUNITY YOUTH PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	15.11.22	Yes	LS (15/11/22) approved to increase no. of Councillor members from 4 to 5.
1.2	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.3	16.05.23	Yes	FC approved the reduction of places from 6 to 4
1.4	02.04.24	Yes	LS approved removal of reference to Youth Project Fund – 5.2 d) / 5.4 d) & addition of 5.3 d) – (02.04.24)

- 1. TYPE OF COMMITTEE** => Partnership
- 2. PARENT COMMITTEE** => Leisure Services Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
- 4. SIZE** => 4 Councillors; up to 10 representatives of Voluntary Sector organisations who work with young people.
- 5. DUTIES AND POWERS**
 - 5.1.VOTING RIGHTS**
 - a. All members of this Partnership have equal rights to vote.
 - 5.2.OVERALL PURPOSE**
 - a. To provide an opportunity for the exchange of information on youth services and activities in Woodley Town.
 - b. Engender good working relationships between providers of youth services and activities in Woodley Town.
 - c. To enable and / or be involved in joint projects and plans to improve services and support to Woodley's young people.
 - d. To consider and make recommendations on funding for ad-hoc youth projects, as and when they arise.
 - e. Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town Councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.
 - 5.3.MEETINGS**
 - a. Meetings of the working party shall take place at least quarterly.
 - b. Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.

- c. Officers will be in attendance at all meetings.
- d. After apologies and declarations of interest, the first item on the agenda will always be given over to discussions with any non-partnership members who have been invited to attend the meeting.

5.4. TERMS OF OPERATION

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

3G PITCH STEERING GROUP SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Re-titled 'Sub Committee'
1.2	10.05.22	Yes	Change to frequency of meetings – from three times per year to once per year.
1.3	28.02.23	Yes	Membership increased from 3 Councillors to 4 at FC (28.02.23)
1.4	02.04.24	Yes	LS approved reference to new Management & Development Plan document (02.04.24)

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Leisure Services Committee

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

a. NO

4. SIZE => 4 Councillors;

It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the Partner Clubs.

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

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

5.2 MEETINGS

a. The steering group shall meet at least once each year. Additional meetings may be organised, as appropriate and necessary.

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

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

d. Officers will attend the meetings of the working party, as appropriate.

5.3 TERMS OF OPERATION

a. To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan, football development plan, as contained within the Council's 3G Pitch Management & Development Plan, and partner clubs service level agreement.

- b. To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan, football development plan, as contained within the Council's 3G Pitch Management & Development Plan, and partner clubs service level agreement.
- c. To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.
- d. To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.
- e. To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.

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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 Britain 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.

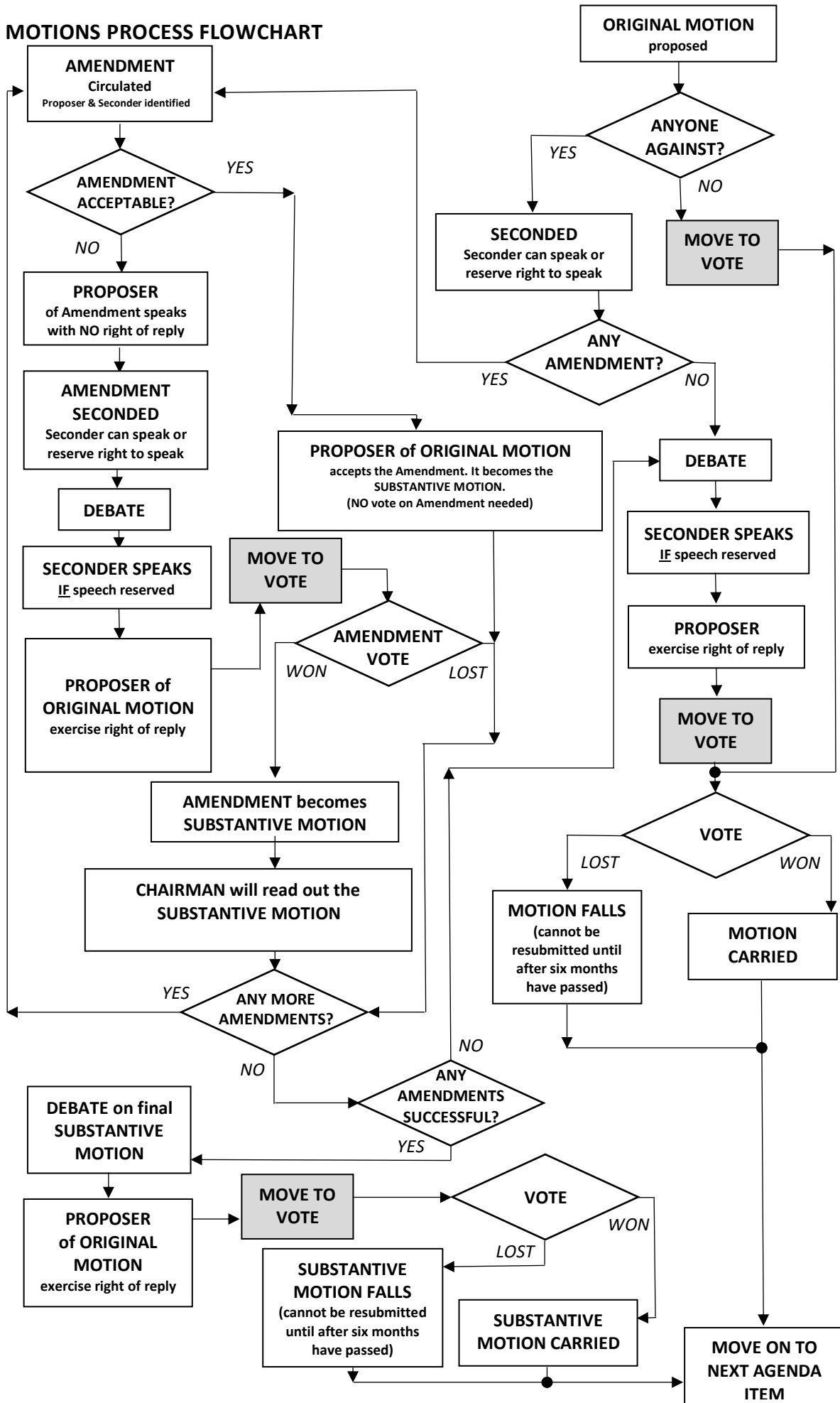
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STANDING ORDERS – RECOMMENDED CHANGES

1.	Issue	<p><u>Changes to political balance following disqualification of a Councillor (i.e. resignation / death)</u></p> <p>Currently, SO 2.2 a) states:</p> <p><i>The allocation of places between groups to any committee ... will be calculated on the percentage of each groups share of the total number of council places that are filled.</i></p> <p>SO 2.2 d) states:</p> <p><i>If the numerical state of a group changes ... resulting in existing allocations no longer being proportional in line with 2.2.a new allocations will be needed. These new allocations will need to be approved at the relevant Parent Meeting.</i></p> <p>In practical terms, when the political balance changes and existing allocations are no longer proportional, committees which are affected cannot meet and would be prevented from conducting business until their parent committee meets to approve new allocations. Where this is caused by Councillor disqualification, then their vacant seat is likely to be filled via by-election or co-option. If this changes political balance again, the same requirement to re-allocate places will occur.</p>
	To Consider	<p>Is it appropriate, where a disqualification takes place resulting in a change to political balance, thus causing existing allocations to not be proportional, for SOs to be changed to allow committees to continue to meet until the resultant by-election / co-option process has taken place.</p> <p>A benefit is committees would not potentially be suspended twice, should both the disqualification and resulting by-election / co-option change political balance.</p> <p>An issue would be, during the period between disqualification and by-election / co-option, any affected committee which met would not be in line with political balance, and arguably not representative of the electorate.</p>
	Recommended SO Change/s	<p>It is recommended that, where a disqualification takes place, SOs are changed to permit meetings to continue until such time as a by-election / co-option process is complete; at which point the political balance will be re-assessed and new allocations made where necessary, to avoid Council business being delayed.</p> <p>In order to achieve this, it is recommended that SO 2.2 d) be updated as follows:</p> <p><i>If the numerical state of a group changes or a new group is formed political balance changes during the municipal year resulting in existing allocations no longer being proportional in line with 2.2.a new allocations will be needed. These new allocations will need to be approved at the relevant Parent Meeting. Where this is caused by a Councillor disqualification, as defined by the Local Government Act 1972, affected Committees will be permitted to continue to operate with members allocated based on the prior political balance, until such time as the by-election / co-option process has taken place, at which point political balance will be re-assessed and appropriate changes made.</i></p>

3.	Issue	<u>SO 16.9 – Motion Process Flowchart</u> Amendment to flow chart, suggested by Cllr Baker.
	To Consider	
	Recommended SO Change/s	See Appendix A i)
5.	Issue	<u>Members’ right to raise a matter during the Town Forum</u> (Suggestion from Cllr Kennedy) It is my view that Councillors should have the same rights as members of the public to address the Council during the Town Forum session. I therefore wish to propose a change in Standing Order 13.2 Town Forum by adding a new sub section d.
	To Consider	Whether the Councillors should have the same rights as the members of the public to ask a question during the Town Forum, or if the Town Forum is specifically a process for non-Councillors to raise matters with Councillors.
	Recommended SO Change/s	My proposed wording would be: SO 13.2 d) Town Councillors may also exercise their rights contained in 13.2.a. above in common with members of the public during the Town Forum.
6.	Issue	<u>Re-allocation to a committee after removal</u> SO 9.5 c) states that a member who has been removed from a committee cannot be reallocated “...until the next financial year when all places are nominated again..”. This is an error, and should read ‘municipal year’, as this is when nominations are re-made (at Annual Meeting in May).
	To Consider	
	Recommended SO Change/s	Amend SO 9.5 c) to replace ‘financial year’ with ‘municipal year’.

MOTIONS PROCESS FLOWCHART



FINANCIAL REGULATIONS

DRAFT

Version	1.0 DRAFT
Created by	Matthew Filmore – Deputy Town Clerk
Date approved	

1. General

- a) These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- b) The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- c) The Council's accounting control systems must include measures:
 - for the timely production of accounts
 - that provide for the safe and efficient safeguarding of public money
 - to prevent and detect inaccuracy and fraud and
 - identifying the duties of officers
- d) At least once a year, before approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in line with proper practices.
- e) The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Finance Manager has been appointed as RFO for this Council and these regulations will apply accordingly.
- f) In the absence of the Finance Manager, the Town Clerk shall act as the RFO.
- g) Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- h) Members of Council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.
- i) The Finance Manager:
 - acts under the policy direction of the Council and the Strategy and Resources Committee
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and accounting control systems
 - ensures the accounting control systems are observed
 - ensures that the accounting records of the Council are maintained and kept up to date in accordance with proper practices
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources and
 - produces financial management information as required by the Council.

- j) The accounting records determined by the Finance Manager shall be sufficient to show and explain the Council's transactions and to enable the Finance Manager to ensure that any income and expenditure account and statement of balances, or records of receipts and payment and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- k) The accounting records determined by the Finance Manager shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and those matters to which the income and expenditure or receipts and payments relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- l) The accounting control systems determined by the Finance Manager shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are submitted to the Council for approval having been approved by the Finance Manager and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- m) The Council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or precept
 - approving accounting statements
 - approving an annual governance statement
 - borrowing
 - writing off bad debts
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors, shall be a matter for the Full Council only.
- n) In addition the Council must determine and keep under regular review the bank mandate for all Council bank accounts.
- o) In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Audit Commission Act 1998 or any superseding legislation, and then in force, unless otherwise specified.
- p) In these financial regulations the term 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – A Practitioners Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) available from the websites of the National Association of Local Councils and the Society of Local Council Clerks.
- q) The Town Clerk shall be responsible for the accountability and control of staff and the security, custody and control of all other resources, including plant, buildings, materials, cash and stores appertaining to their consent, and shall also be responsible for the observance of the Council's Financial Regulations.

2. Annual Estimates (Budget) and Forward Planning

- a) Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the year shall be prepared each year by the Finance Manager in the form of a budget to be considered by the Council.
- b) Each committee shall formulate and submit to the Strategy and Resources Committee a programme of expenditure and income for the following financial year not later than the end of January/beginning of February each year.
- c) The Strategy and Resources Committee shall consider the uses of reserves and all sources of funding and the aggregate effect of these programmes and estimates upon the Council's financial resources and shall submit them to the Council for approval with a recommendation of the precept to be levied for the ensuing financial year. The Finance Manager shall issue the precept to the billing authority and shall supply each Member with a copy of the approved budget.
- d) The annual budgets shall form the basis of financial control for the ensuing year.
- e) The Council shall consider the need for and shall have regard to a three year forecast of revenue and capital receipts and payments and operational impact which may be prepared at the same time as the annual budget.
- f) Contingencies
 - i) Provision for salary and wages pay awards – there shall be included in the revenue budget such provision for salary and wages as may be considered necessary.
 - ii) Reserves – the Strategy and Resources Committee may approve expenditure from reserves on unforeseen items without reference to the Council.
 - iii) Delegation to the Town Clerk – there shall be delegated to the Town Clerk a special fund for carrying out emergency repairs subject to:
 - (1) being satisfied that the expenditure is necessary;
 - (2) there not being adequate provision within the specified detailed expenditure head concerned.
 - iv) Provision for inflation – there shall also be included in the revenue estimates a provision for inflation based on the best information available at the time.

3. Budgetary Control and Authority to Spend

- a) Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. The authority to be determined by:
 - The Town Clerk for all items over £1,000
 - Budget holding managers for items up to and including £1,000

Such authority is to be evidenced by a signed purchase order. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- b) Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget of a committee or when it is likely to result in overspending in the year unless a request for a supplementary estimate has been submitted to the Strategy and Resources Committee. This regulation shall apply where such event would result in an increase in net cost of a committee's budget within the financial year. However, it is recognised that some costs are outside the control of the budget holder including, but not limited to, utility and repairs costs. It is the Council's practice to adjust these items of expenditure in the setting of revised estimates for the current year as part of the next year's budget setting process.
- c) The Strategy and Resources Committee shall be delegated to regulate and control the estimates of the spending committees during the financial year and to approve the spending committees' revised estimates for that year.
- d) Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Strategy and Resources Committee.
- e) The Town Clerk may incur expenditure on behalf of the Council, which is necessary to carry out repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. This is subject to a limit of £25,000, following consultation with the Leader of the Council and the Town Mayor. The Town Clerk shall report the action to the Council as soon as practicable thereafter.
- f) Where expenditure is incurred in accordance with 3e) above and the sum required cannot be met from savings made elsewhere within the committee's approved budget it shall be subject to the provisions of a supplementary estimate approved by the Strategy and Resources Committee or the Council.
- g) At each meeting of a budget holding committee the Finance Manager shall provide the committee with a summary of receipts and payments to date under each head of the budgets, comparing actual expenditure to the previous year's expenditure at the same point in the year and showing the percentage of the total budget spent or income received. Commentary on income and expenditure shall be provided and Members' attention drawn to any anticipated or actual increases in expenditure of 50% or more over the budget estimate for an item.
- h) Revenue savings may not be used to meet additional capital spending, nor any capital savings be used to meet additional revenue spending without the approval of Council.
- i) The Town Clerk shall maintain a Repairs and Renewals Fund and shall issue guidelines and advice as necessary.
- j) No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council has approved the necessary funds required, or the requisite borrowing approval has been obtained.
- k) All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.
- l) Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4. Accounting and Audit (Internal and External)

- a) All accounting procedures and financial records of the Council shall be determined by the Finance Manager in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- b) The Finance Manager shall complete the annual financial statements, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- c) The Council shall ensure that there is adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the Finance Manager, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- d) The internal auditor shall be appointed by the Strategy and Resources Committee and shall carry out the work required by the Council in accordance with proper practices.
- e) The Internal Auditor shall:
 - be competent and independent of the operations of the Council;
 - report to the Strategy and Resources Committee or Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year;
 - demonstrate competence, objectivity and independence and be free from any actual or perceived conflicts of interest and have no involvement in the financial decision making, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- f) Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- g) For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- h) The Finance Manager shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998 and the Accounts and Audit Regulations, or any superseding legislation.
- i) The Finance Manager shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

5. Banking Arrangements

- a) The Council's banking arrangements, including the Bank Mandate, shall be made by the Finance Manager and approved by the Council. They shall be regularly reviewed for safety and efficiency.
- b) The Council will operate such bank or other accounts as it considers necessary and appropriate for the efficient conduct of its business.
- c) A current account shall be used for the payment of the Council's bills by cheque, direct debit, BACS and other orders drawn on this account and will require the signature of two Members of Council, authorised as bank signatories by the Council, on the payment schedules presented by the Finance Manager.
- d) A deposit account shall be used to transfer funds to and from the current account and shall be carried out automatically by the bank. Signatories to this account are determined by Council.
- e) A third account shall be operated on an imprest basis and the maximum level of funds to be transferred from the deposit account to this imprest account in any one transfer shall be set by the Strategy and Resources Committee. Transfers require the signature of two authorised members of Council. The imprest account shall be used primarily for the payment of salaries and related payments, payments required prior to invoice, refunding deposits or booking/course cancellations, purchase of items by a direct debit card and urgent payments. The signatories for payments from the imprest account are the Town Clerk, the Deputy Town Clerk, the Leisure Services Manager and the Committee Officer. Two signatories are required to approve payments from this account.
- f) Bank reconciliations for all operating bank accounts shall be prepared by the Finance Manager as soon as practicable after the end of each month.

6. Authorisation of Payments

- a) All payments shall be effected by cheque, direct debit, BACS or other order drawn on the Council's bankers.
- b) All invoices for payment shall be examined, verified and certified by authorised officers who are budget managers. The officer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. The officer shall also satisfy him/herself that the account has not been previously passed for payment and is a proper liability of the Council and then allocate expenditure to the appropriate budget expenditure heading.
- c) The Finance Manager shall examine invoices in relation to arithmetical accuracy. The Finance Manager shall take all steps to settle all invoices submitted within 30 days.

- d) At least twice monthly the Finance Manager shall collate, review and sign schedules of supplier cheque or BACS payments required, together with the relevant invoices and other supporting information. The Town Clerk will review and sign the schedule(s) in the RFO's absence.
- e) In the case of a schedule for cheque payments, authorisation will be indicated by the signature of two councillors who are authorised bank signatories on the face of the schedule(s) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- f) Cheques drawn on the account in accordance with 6 d) shall be signed by two of the bank signatories authorised by Council.
- g) In the case of a schedule for BACS payments, authorisation will be indicated by the signature of **via email by** two Council appointed bank signatories on each of the payments from the bank account listed on the BACS schedules in accordance with 6d), and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- h) Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- i) Payments from the imprest account, with the accompanying information about those payments, will be presented to two signatories authorised by Council who will check the supporting documentation on payments made and anticipated expenditure before authorising a transfer of funds to the imprest account from the current account.
- j) The Finance Manager may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Finance Manager with a claim for reimbursement.
- i) The Finance Manager shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for the payments made from petty cash shall be kept to substantiate the payment.
 - (1) Income received must not be paid into the petty cash float but must be banked separately.
 - (2) Payments to maintain the petty cash shall be made from the Town Clerk's Imprest account and signed by two authorised officers.
 - (3) Petty cash floats at the Leisure Centre are maintained by the Finance Manager.
- k) If thought appropriate by the Council, payment for utility supplies (rates, energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two appointed bank signatories.
- l) All payments in each month from the Council's current and imprest accounts shall be provided to the Strategy and Resources Committee for ratification.

7. Instructions for the Making of Payments

- a) The Council will make safe and efficient arrangements for the making of its payments.
- b) Following authorisation under Financial Regulation 6 above, the Finance Manager shall give instruction that a payment shall be made.
- c) Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the Strategy and Resources Committee shall be signed by two members of Council. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/ or permissible to be a signatory to the transaction in question.
- d) The Finance Manager shall take all possible steps to settle invoices within 30 days of the date on the invoice.
- e) Payments may be made by BACS or CHAPS processes provided that the instructions for each payment are signed by two authorised bank signatories, are retained and that payments made are presented to the Strategy and Resources Committee for ratification **noting**.
- f) No employee shall disclose any pin or password relating to the working of the Council or its bank accounts to any person not authorised by the Council or a duly delegated committee.
- g) Regular back-up copies of the financial and other relevant records on any computer shall be made and shall be maintained off site.
- h) The Council shall ensure that anti virus, anti spyware and firewall software with automatic updates are installed and operating.
- i) Where BACS or any other internet banking arrangements are made with any bank, the Finance Manager shall be appointed as the service administrator and will prepare the payments for authorisation. Once authorised, one of either the Town Clerk, Deputy Town Clerk, Leisure Services Manager or Committee Officer will process the payments that have been duly authorised by two bank signatories,
- j) Access to any internet banking accounts will be directly to the Bank's home/access page - which must be saved under 'favourites' - and not through a search engine or email link. Saved passwords functions must not be used on any computer used for banking arrangements/payments. Any breach of this regulation will be treated as a serious matter.
- k) Changes to account details of suppliers which are used for internet banking may only be made after following the procedure of checking with the supplier by phone and requesting a confirmation by email. A hard copy of the newly amended account details will be signed by the Finance Manager. A programme of regular checks of suppliers' data will be followed.

8. Debit Card Payments

- a) Debit card payments from the imprest account are only made when it is not possible to pay by cheque or BACS, or where a saving to the Council can be made.
- b) The debit card is never to be used for anything other than proper business use.
- c) Two debit cards will be issued to Woodley Town Council, with the Town Clerk and the Finance Manager as the authorised signatories, and these are to be kept in a locked drawer at all times when not in use.
- d) Debit card payments for goods made by officers other than the Town Clerk or Finance Manager must be approved by the Town Clerk Finance Manager. Approval will be shown by the Town Clerk / Finance Manager counter signing the purchase order for the expenditure.
- e) The limit for expenditure by debit card is set at £2,500 per month.
- f) Any expenditure by debit card is to be supported by a purchase order and invoice/receipt and authorised in the same way as other payments from the imprest account.
- g) The payments made by debit card from the imprest account are to be checked by the Finance Manager, included in the imprest payments list and in the list provided to the Strategy and Resources Committee for ratification.

9. Payment of Salaries

- a) As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating; any necessary deductions will be made as required.
- b) Payment of salaries and payment of deductions from salary as required e.g. tax, National Insurance, pension contributions, union dues must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- c) All time records or other pay documents shall be certified as to accuracy by the individual's manager and retained by the Finance Manager.
- d) Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000, or other current legislation, or otherwise other than:
 - by any councillor who can demonstrate a need to know
 - by the internal auditor
 - by the external auditor, or
 - by any person authorised under the Audit Commission Act 1998, or any superseding legislation

- e) All claims for payment of car allowance, subsistence allowances, travelling and incidental expenses shall be submitted, duly certified, in a form approved by the Town Clerk, except the Town Clerk's claims which shall be approved by the Leader of the Council.
- f) No changes shall be made to any employee's pay, emoluments or terms and conditions of employment without the approval of the Strategy and Resources Committee, apart from progression through the points of an employee's payscale which requires confirmation from an employee's line manager.
- g) Any termination payments shall be supported by a clear business case and reported confidentially to the Strategy and Resources Committee for approval.
- h) Payments to Members, including co-opted Members of the Council or its committees, who are entitled to claim travelling or other allowances, will be made by the Finance Manager upon receipt of the prescribed form duly completed. All claims for the financial year are to be submitted not less frequently than quarterly.
- i) The certification by an officer shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council.

10. Loans and Investments

- a) All investments of money under the control of the Council shall be in the name of the Council.
- b) All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. An application for borrowing approval and subsequent arrangements for the loan shall only be approved by Full Council.
- c) Matters relating to Council investments and treasury management are set out in the Council's Treasury Management Strategy and reviewed annually by Full Council.
- d) All investment certificates and other documents relating thereto shall be retained in the custody of the Finance Manager, apart from the Council's investment portfolio, managed by the Council's appointed investment management professionals, who hold such documents and certificates on the Council's behalf.

11. Transfer of Funds

- a) The Town Clerk shall be authorised to make short-term investments of the maximum sum in one transaction, as set out in the Council's Treasury Management Strategy, at any one time in financial institutions approved by the Council. All other transfers shall be authorised by Members as approved by the Council.

12. Income

- a) The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Finance Manager.
- b) The Council will agree all fees and charges annually, following a report of the Town Clerk.
- c) Any sums found to be irrecoverable and any bad debts shall be reported to the Strategy and Resources Committee. Strategy and Resources Committee may recommend that the Council write-off any amount due to be paid to the Council.
- d) All sums received on behalf of the Council shall be banked intact as directed by the Finance Manager. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Finance Manager considers necessary.
- e) Personal cheques shall not be cashed out of money held on behalf of the Council.
- f) The Finance Manager shall ensure that VAT Returns are promptly submitted and that any repayment claims are made and received. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- g) VAT payable on charges for services will be applied on advice from the Council's accountants and must be authorised by the Finance Manager.
- h) Where any significant sums of cash are regularly received by the Council, more than one person will be present when the cash is counted in the first instance, and the Finance Manager will ensure that appropriate care is taken in the security and safety of individuals banking such cash.
- i) The Town Council is permitted to sell any excess electricity generated by its solar panels back to our supplier under the incidental power in section 111 of the 1972 Act to reduce the liability to the supplier.

13. Orders for Work, Goods and Services

- a) A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate eg for services provided under a contract agreement. Copies of orders shall be retained.
- b) Order books shall be controlled by the Finance Manager.
- c) All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction. If the order is for under £3,000 the officer shall satisfy him/herself that the Council is receiving the best value for money. Suppliers and services will be reviewed on a regular basis for cost efficiency.
- d) Any purchase order over £1,000 must be approved by the Town Clerk.
- e) The Town Clerk is responsible for ensuring purchases made by the Council are lawful.

14. Contracts

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (v) below:
- i) for the supply of gas, electricity, water, sewerage, IT and telephone services;
 - ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v) for goods or materials proposed to be purchased which are specialist or proprietary articles and/or are only sold at a fixed price.

- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the regulations") which is valued at ~~£25,000~~ £30,000 (including VAT) or more, the Council shall comply with the relevant requirements of the Regulations. Procurement is a niche area, and the Council may need to take specialist advice when dealing with procurement matters.

- c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the World Trade Organisation's Government Procurement Agreement (GPA) (which may change from time to time). As at 1 January 2022 2024, these thresholds are:

Type of contract	Threshold
Public Works Contracts (construction)	£5,336,937 £5,372,609
Public Goods / Services Contracts	£213,477 £214,904
Public supply contracts	£213,477

- d) Very few contracts awarded by the Council will exceed the thresholds above, and any that do will be detailed and complex. If the Council were to consider such a high value contract, it is likely the Council would require technical and or legal advice from those who specialise in public procurement. Set out below is a very brief overview of the full requirement of the 2015 Regulations – where they apply.
- Procurement must take one of five forms; the open procedure, the restricted procedure, competitive dialogue, the innovations partnership procedure, and competitive procedure with negotiation;
 - Accelerated forms of the open procedure and competitive procedure with negotiation and the restricted procedure in situations of urgency that a local council can duly substantiate;
 - There is a pre-qualification stage;
 - Councils will need to comply with the requirements in respect of tenders;
 - Contracts should be awarded on the "most economically advantageous tender (Regulation 67);
 - Contracts can be varied without going through a new procurement exercise in specific situations (Regulation 72); and
 - Contracts should be advertised on the Find a Tender / Contracts Finder website (Regulation 106).

- e) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embedded in a recommendation to the Strategy and Resources Committee or the Council.
- f) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk and sent by post. Each tendering firm shall mark the envelope with the words "Tender Submission" and the tenders are to remain sealed until the prescribed date for opening tenders for that contract.
- g) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- h) Any invitation to tender issued under this regulation shall be subject to Standing Order 23.1.c and shall refer to the terms of the Bribery Act 2010.
- i) When it is to enter into a contract of less than £25,000 (excluding VAT) in value for the supply of goods or materials or for the execution of works or specialist services, other than contracts relating to items as set out in 14 a), the appropriate budget holder shall obtain 3 quotations;. Where it is not possible to obtain three quotations, then where the value is below £3,000 and above £1,000, the appropriate budget holder shall proceed in line with Regulation 13 c), and where the value is over £3,000 the Town Clerk or Finance Manager is authorised to accept the quote
- j) The Council shall not be obliged to accept the lowest or any tender, quote or estimate. However, a tender other than the lowest tender, if payment is to be made by the Council, or the highest, if payment is to be received by the Council, shall not be accepted until the Strategy & Resources Committee has considered a written report from the Town Clerk.
- k) Should it occur that the Council, or duly elected committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, providing that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was undertaken.
- l) Any tender submitted in competition received after the specified time shall be returned promptly to the tenderer by the Town Clerk. The tender may be opened to ascertain the name of the tenderer but no details of the tender shall be disclosed. A later tender may be considered when the Town Clerk is satisfied that there is evidence of posting in time for delivery by the due date in the normal course of post and the other tenders have not been opened.
- m) Where examination of tenders reveals errors or discrepancies which would affect the tender figures in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of withdrawing or confirming the offer.
- n) If the tenderer withdraws, the next tender in competitive order is to be examined and dealt with in the same way. Any exception to this procedure may be authorised only by, and on behalf of, the committee concerned, after consideration of a report by the Town Clerk.
- o) The Town Clerk is authorised to accept tenders, providing tenders are within the budget provision.

- p) All contracts shall be in writing and shall specify:
- i) the work, materials, matters or things to be furnished, had or done, including any appropriate technical specification(s);
 - ii) the price to be paid with a statement of discounts or other deductions;
 - iii) the time, or times, within which the contract is to be performed.

No work shall commence until the Town Clerk is satisfied that any necessary contract documents have been completed in a form approved by him/her.

- q) It shall be a condition of the engagement of the services of any architect, engineer, surveyor or other consultant [not being an officer of the Council] who is responsible to the Council for the supervision of a contract on its behalf, that in relation to that contract he/she shall:
- i) comply with these Standing Orders as though he/she were an officer, subject to the modification that the procedure to be followed in inviting and opening tenders shall be approved in advance by the Town Clerk;
 - ii) at any time during the carrying out of the contract, produce to the Town Clerk, or his/her representative, on request, all the records maintained by him/her in relation to the contract;
 - iii) on completion of a contract, transmit such records to the Town Clerk, or other appropriate officer, as required.
- r) All tenders for the execution of works or the supply of goods or materials shall, except to the extent that the Council in a particular case or specified categories or contract otherwise decides, be based on a definite specification.
- s) Payments under contracts for building or other construction works
- i) Payments on account of the contract sum shall be made within the time specified in the contract by the Finance Manager upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding, usually in the form of a retention of 5% of the contract value retained for 6 months after completion/certificate of completion is issued, as may be agreed in the contract).
 - ii) Where contracts provide for payment by instalments the Finance Manager shall maintain a record of all such payments and report to Council where it is estimated that the cost of the works will exceed the contract sum.
 - iii) Any variation to a contract or addition to or omission from a contract must be approved by the officer managing or overseeing the contract, in consultation with the chairman and vice chairman of the appropriate committee and by the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.
 - iv) The Chairman of the appropriate committee shall consider whether the variation is material and therefore requires committee approval.

15. Stores and Equipment

- a) The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- b) Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

- c) Stocks shall be kept at minimum levels consistent with operational requirements.
- d) The Finance Manager will be responsible for arranging periodic checks of stocks and stores by persons other than those responsible (at least annually) and will report on these to the appropriate committee.

16. Assets, Properties and Estates

- a) The Town Clerk shall make arrangements for the custody of all title deeds of properties owned by the Council. The Finance Manager shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- b) No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- c) No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permission and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- d) No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case, a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- e) The Finance Manager shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually. Any losses shall be reported to the Strategy and Resources Committee.
- f) The Council's property shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for the Council's purposes except in accordance with specific instructions issued by the Town Clerk.

17. Insurance

- a) The Finance Manager shall effect all insurances and negotiate all claims on the Council's insurers in line with its Risk Management Strategy.

- b) The Finance Manager shall ensure that all new risks, properties, vehicles which require insurance or any alterations affecting existing insurances are promptly added included in the Council's insurance policies.
- c) The Finance Manager shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it,
- d) The Finance Manager shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Strategy and Resources Committee/Council at the next available meeting.
- e) All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

18. Risk Management

- a) The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare for approval by the Council a Risk Management Strategy and risk register in respect of all activities of the Council. These shall be reviewed by the Council annually.

19. Charities

- a) Where the Council is sole trustee of a charitable body, the Finance Manager shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Finance Manager shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

20. Suspension and Revision of Financial Regulations

- a) It shall be the duty of the Council to review the Financial Regulations of the Council every three years or at the request of Full Council. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- b) The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these financial regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 23 April 2023 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); L. Guttridge; R. Horskins; C. Jewell;*

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

Also present: *Councillor G. Bello
3 members of the public*

210. **APOLOGIES**

Apologies for absence were received from Councillors Baker, Bragg, Lewis, Sartorel, Singh and Taylor.

211. **DECLARATIONS OF INTEREST**

Councillor R. Horskins – Personal interest: Agenda item 15 – Enforcement Issues: Councillor Horskins is the neighbour of one of the properties registered with an enforcement notice. Councillor Horskins took no part in the discussion regarding this enforcement matter.

212. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 26 MARCH 2024**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 26 March 2024 be approved and be signed by the Chairman as a true and accurate record.

213. **ACTIONS / FOLLOW UPS**

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

17 October 2023 – Minute 94.3

Following a query, Councillor Soane confirmed he had asked the Borough Ward Member, Cllr Younis, to take the issue of parking at Rivermead School up with Wokingham Borough Council's Highways department, and that he would continue to chase him on this.

214. **CURRENT PLANNING APPLICATIONS**

Members discussed the current planning applications, as listed in the agenda.

With regards to planning application 240732 – 86-88 Headley Road – a vote took place to confirm the Committees response. It was agreed not to submit objections. Councillor Jewell requested it be noted that she voted to object to the application.

RESOLVED:

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

215. **PLANNING DECISIONS**

RESOLVED:

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

216. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decision:

Application: 231846
Location: 44 Coppice Road, Woodley, Wokingham, RG5 3RA
Proposal: Full application for the proposed subdivision of the site and erection of a two storey side extension to form 1 no. terraced dwelling with associated parking.
(Woodley Town Council submitted objections to the proposal.)
Decision: Appeal dismissed

217. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note the following prior approval application, submitted to Wokingham Borough Council:

Application: 240700
Location: 18 Copse Mead, Woodley, Wokingham, RG5 4RP
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 4.60m, for which the maximum height would be 3.00m and the height of the eaves 3.00m..

218. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following applications for tree works:

Application: 240797
Location: TPO 3/1951, WOODLAND 3: The Waterside, Fairwater Drive, Woodley, Wokingham, RG5 3EZ.
Proposal: T1, Cypress - Reduce height from 15m to 11m; crown lift to 4m above ground level.
T2, Cypress – Reduce to 1m stem.

Application: 240798
Location: TPO 3,1951, WOODLAND 3: 5 Livingstone Gardens, Woodley, Wokingham, RG5 3LT.
Proposal: T1, Sweet Chestnut – Crown lift to 4m above ground level; selectively reduce the eastern and southeastern quadrants by 2m, reducing the radial spread from 7m to 5m; remove deadwood over 40mm in diameter or over 1m in length.
T2, Scots Pine – Remove dead tree. T3, Scots Pine – Remove dead tree.

Application: 240880
Location: TPO 3/1951, WOODLAND 3: 6 Dundela Close, Woodley, Wokingham, RG5 3NN.
Proposal: G1, Mixed Species – Fell / dismantle all trees and shrubs in the front garden to just above ground level.
G2, Mixed Species – Fell / dismantle all trees/shrubs in the rear garden except 2 no. Japanese Acers.

T3, Japanese Acer - Reshape currently suppressed crown, removing approx. 1-1.5m in branch length.

T4, Japanese Acer - Reshape currently suppressed crown, removing approx. 1-1.5m in branch length.

219. **TRANSPORTATION & HIGHWAYS**

219.1 **Community Speedwatch**

In the absence of Councillors Bragg and Taylor, there was no update with regards to Community Speedwatch.

219.2 **Highways Issues**

There were no highway issues highlighted by Members.

220. **COMMUNITY ISSUES**

Councillor Jewell updated Members that she had attended the Local Nature Recovery Strategy workshop, as she had highlighted in the last meeting of the Committee, on the previous Saturday. The workshop was to discuss local areas which can be improved and linked to green spaces. The area affecting Woodley is from the University Campus, through Bulmershe Open Space, Bulmershe Park, the Allotments, Highwood, and down through South Lake.

Members noted that there had not been a formal invite for the Town Council, with Councillor Jewell attending due to her involvement with Bulmershe Open Space. Councillor Jewell advised she would continue to attend and provide feedback.

221. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Berkshire Association of Local Councils (BALC) Newsletters – March & April 2024

222. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

223. **PUBLICITY/WEBSITE**

There were no publicity and website matters raised by Members.

224. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:59 pm

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 23 April 2024

Application No. & Address	Proposal
233020 4 Colemans Moor Road, Woodley, RG5 4DL	REVISED APPLICATION 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 revised application. They felt the revisions did not mitigate the Committee's original concerns, and so wished to object again on the same grounds; namely, that the proposal is overbearing, unneighbourly, creates loss of light on the adjacent property, and is not in keeping with neighbouring properties due to the scale and massing.	
240680 11 Catalina Close, Woodley, RG5 4UG	Householder application for proposed changes to fenestration and internal alterations.
Observations: No objections.	
240688 200 Hurricane Way, Woodley, RG5 4UH	Householder application for proposed hardstanding parking space.
Observations: The Planning & Community Committee have reviewed this application and wish to object on the grounds the proposal is out of character with the street scene, and due to the loss of amenity space.	
240711 23 Uppingham Drive, Woodley, RG5 4TH	Householder application for proposed single storey side extension, two storey rear extension with changes to the fenestration following the demolition of the conservatory
Observations: No objections.	
240719 19 Stonehaven Drive, Woodley, RG5 4DE	Householder application for proposed garage conversion to create habitable accommodation with changes to the fenestration
Observations: No objections.	
240725 18 Denmark Avenue, Woodley, RG5 4RS	Householder application for proposed single storey rear extension, part garage conversion to create habitable accommodation along with changes to fenestration.
Observations: No objections.	

240732 86 - 88, Headley Road, Woodley, RG5 4JE	Application for removal or variation of a condition following grant of planning permission.(240153)for the proposed alterations to the existing shop front to create a total of 4 no. shop fronts to facilitate the subdivision of the existing retail unit on the ground floor into 4 no. separate units. Condition [5] refers to hours of use and the variation is to increase the opening hours of unit 2 only.
Observations: No objections.	
240735 83 Butts Hill Road, Woodley, RG5 4NN	Householder application for proposed single storey front extension with changes to the fenestration
Observations: No objections.	
240758 Sandford Farm, Mohawk Way, Woodley, RG5 4TE	Full application for a two bed dwelling, office and storage building with two roof lights and changes to landscaping.
Observations: The Planning & Community Committee have reviewed this application and wish to object as they believe the reasons cited by the Wokingham Borough Council Planning Officer in the decision notice relating to the previous application (ref 231713) still apply to these proposals; namely the proposed development is cramped in the plot, and will negatively impact on TPO protected trees, biodiversity and wildlife.	
240772 4 Colemans Moor Road, Woodley, RG5 4DL	Householder application for proposed erection of attached single storey outbuilding and timber pergola to the rear (retrospective)
Observations: The Planning & Community Committee have reviewed this application and wish to submit objections due to the height of the proposed development being overbearing, especially considering its proximity to the neighbouring property and the boundary.	
240774 2 Victor Way, Woodley, RG5 4UZ	Householder application for proposed erection of a close-board fence on the boundary of the dwelling following the demolition of the existing brick wall on the boundary of the dwelling
Observations: No objections.	
240783 134 Butts Hill Road, Woodley, RG5 4NR	Householder application for proposed single storey side , single storey rear extension with changes to the fenestration
Observations: No objections.	
240793 2 Shackleton Way, Woodley, RG5 4UT	Application to vary condition of planning consent [231263]. Condition [2] refers to Approved Plans and the variation is minor amendments of the previously approved details - Retention of the first-floor side windows and ground floor front square bay windows with proposed open front porch and changes to the fenestration.
Observations: No objections.	

<p>240835 1 Armstrong Way, Woodley, RG5 4NW</p>	<p>Householder application for the proposed single storey rear extension with one roof light and changes to fenestration. Followed by a garage conversion to create habitable accommodation and demolition of existing conservatory.</p>
<p>Observations: The Planning and Community Committee have considered this application and, whilst they did not wish to object, they asked that the neighbour's concerns regarding parking during the build are taken on board by Wokingham Borough Council.</p>	
<p>240852 85 Colemans Moor Road, Woodley, RG5 4DG</p>	<p>Householder application for proposed construction of an outbuilding for habitable accommodation (retrospective)</p>
<p>Observations: The Planning & Community Committee have considered this application and wished to object on the grounds that the proposed development is over the permitted development height for outbuildings and is unneighbourly, being cited so much closer to the neighbouring properties to the rear than the main dwelling house.</p>	
<p>240861 8 Lavenham Drive, Woodley, RG5 4PP</p>	<p>Householder application for proposed single storey front extension to create a porch, first floor side extension , part single part first floor rear extension with changes to the fenestration</p>
<p>Observations: No objections.</p>	
<p>240862 16 Rochester Avenue, Woodley, RG5 4NA</p>	<p>Householder application for proposed loft conversion to create habitable accommodation with a rear facing dormer , insertion of 2 no. rooflights to the front elevation of the existing roof with changes to the fenestration</p>
<p>Observations: No objections.</p>	
<p>240864 17 Silver Fox Crescent, Woodley, RG5 3JA</p>	<p>Householder application for proposed garage conversion to create habitable accommodation , single storey side extension , single storey rear extension with changes to the fenestration</p>
<p>Observations: No objections.</p>	
<p>240884 44a Tippings Lane, Woodley, RG5 4RY</p>	<p>Householder application for proposed single storey rear extension with changes to the fenestration</p>
<p>Observations: No objections.</p>	

<p>240910 Sandford Farm, Perimeter Road, Woodley, RG5 4TE</p>	<p>Householder application for proposed construction of a single storey outbuilding to create a store/workshop</p>
<p>Observations: The Planning & Community Committee have reviewed this application and wish to object as they believe the proposed development will negatively impact on TPO protected trees, biodiversity and wildlife.</p>	
<p>240967 33 Fitzroy Crescent, Woodley, RG5 4EX</p>	<p>Householder application for proposed single storey front extension to create a porch</p>
<p>Observations: No objections.</p>	

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Woodley Town Council

**Report of a meeting of the Annual Town Meeting Sub Committee held on
Tuesday 5 March 2024 at 8.00pm**

- Present:** Councillors: J. Anderson (Chairman); R. Horskins; M. Kennedy
- Officers present:** K. Murray, Town Clerk; M. Filmore, Deputy Town Clerk;
- Also present:** Mhairi Adams & Resh Thorpe (Wokingham Borough Council's Climate Emergency Team)

1. APOLOGIES

Apologies for absence were received from Councillor Edwards.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

3. WBC CLIMATE EMERGENCY TEAM

The Chairman provided some background regarding the committee's activities and the Council's wider interest in the climate emergency.

Officers from Wokingham Borough Council's (WBC's) Climate Emergency team introduced themselves and set out WBC's climate emergency action plan.

The Deputy Town Clerk summarised an earlier discussion he had held with WBC's Climate Emergency Team. He advised that the potential opportunity of holding a joint climate event between the Town Council and the Borough Council, using the Oakwood Centre, had been discussed. However, with regard to the previous decision to hold a climate exhibition during the day of the Annual Town Meeting, Wokingham Borough Officers had advised they would not be able to take part in an event in May, and suggested holding an event in the autumn might be more achievable. The Deputy Town Clerk advised Members that he supported this idea, explaining that running an event in May, with the limited reach of the Town Council's communications and limited links with existing climate initiatives, would not be as successful as a joint event with the Borough Council.

Members discussed this and, noting the committee's remit to consider plans for the Annual Town Meeting in May only, determined it would be better not to run an exhibition on the day of the Annual Town Meeting, and for a potential joint climate emergency event to be considered separately by Officers and referred to the relevant committee.

Following further discussion regarding the Annual Town Meeting, WBC's Officers agreed they would be able to support the Town Council by providing a climate presentation at the Annual Town Meeting. The Chairman asked that the Deputy Town Clerk and WBC Officers meet further to discuss and arrange the specifics of this.

Members asked that invites to the Annual Town Meeting be sent to community groups, as discussed at the last meeting, as soon as possible, utilising Councillor Kennedy's template invite letter as the basis.

Discussion returned to the potential collaboration on a joint climate event. It was noted that any event should be promoted as a joint event, run collaboratively by the Town and Borough councils.

The Deputy Town Clerk set out a vision for holding exhibition stands in Carnival and Maxwell Halls at the Oakwood Centre, with TED Talk style presentations and videos being displayed throughout the day in the theatre.

WBC Officers suggested an event could coincide with this year's COP climate conference, which Members noted was due to be held between 11 and 24 November. Members felt this was an excellent idea.

WBC Officers suggested that it might be worth considering holding a number of smaller events, rather than one larger exhibition day event. A suggestion was also made to utilise the Woodley Schools Cluster to engage schools in taking part in a project linked to the event.

It was agreed that the Deputy Town Clerk and WBC Officers would meet to discuss this further, and then take back to the relevant Standing Committee, likely to be the Strategy & Resources Committee with whom the climate emergency sits.

WBC Officers commented that a joint project could act as a template to help them engage further with other Town and Parish Council's, with Woodley leading the way.

The Chairman thanked WBC Officers for attending their meeting, and welcomed the opportunity to work more collaboratively with them in future.

The meeting closed at 7.39 pm

MAYORAL ENGAGEMENTS – 7th February 2024 to 6th May 2024

Town Mayor’s Engagements

February	24 th	Vet’s Klinik 1-year anniversary
March	17 th	Woodley Festival of Music & Arts
	23 rd	Magistrates’ Mock Trials Competition

Deputy Town Mayor’s Engagements

February	7 th	Woodley Schools’ Cluster – Bake Off Challenge
April	20 th	Mostly G&S – Pirates of Penzance

Annual Meeting of the Council

7 May 2024

Appendix 9

Division of Places, Powers & Duties and Terms of Reference

for Standing Committees, Working Parties, Sub Committees
and Partnerships

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Membership of Standing Committees – Division of Places

The size of each Standing Committee is set out in the committees Powers & Duties document.

Currently, the Powers & Duties stipulate that 10 Councillors are appointed to each Standing Committee.

As such, in accordance with Standing Order 2.2, the division of the number of places each Standing Committee between the political groups is as follows:

Committee	Total No. of Places	Conservative Group	Labour Group	Liberal Democrat Group
Strategy and Resources	10	7	2	1
Leisure Services	10	7	2	1
Planning and Community	10	7	2	1

STRATEGY AND RESOURCES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	26.04.22	Yes	WTCMI Reference updated to Woodley Town Centre Partnership; To replace Head Groundsmen with Amenities Manager
1.3	10.05.22	Yes	Added frequency of meetings
1.4	28.02.23	Yes	Membership increased from 9 Councillors to 10 at FC (28.02.23)

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 10 Councillors

4. DUTIES AND POWERS

4.1. MEETINGS

Meetings of the standing committee will take place 5 times each year around the Full Council meeting cycle.

4.2. TERMS OF OPERATION

- a. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
- b. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
- c. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that Committee's estimates, providing that savings cannot be found within the requesting Committee's estimates and that funds are available.
- d. To inform and advise the Council on the annual capital program projects.
- e. To manage the Committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the Committee.
- f. To authorise expenditure on capital schemes approved by the Council.
- g. To recommend to Council the borrowing of funds and the raising of loans.
- h. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.

- i. To manage the Council's long term investment portfolio.
- j. To appoint the Council's investment adviser.
- k. To appoint the Council's internal auditor.
- l. To receive and consider internal audit reports.
- m. To give guidance and instructions to spending committees and officers for the formulation of forward programs and financial guidelines.
- n. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
- o. To be authorised to approve payments for purchases and services rendered to the Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.
- p. To oversee the management and development of The Oakwood Centre.
- q. To oversee the Council's role as a partner in the Woodley Town Centre Partnership (TCP).
- r. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
- s. To deal with all leases and licences.
- t. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.
- u. To supervise communications between the Council and the public.
- v. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
- w. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
- x. To oversee the administration of the Council's offices and depots.
- y. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
- z. To make appointments to the following management posts: (as at May 2016: Deputy Town Clerk, Committee Officer, Leisure Services Manager, Amenities Manager)
- aa. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.

- bb. To deal with all matters affecting the Local Government boundaries of the town of Woodley.
- cc. To liaise and foster good relations with local authority associations.
- dd. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one Committee on a particular matter differ[s] from the recommendation of another Committee on the same matter.
- ee. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the Committee and to delegate such powers as vested in the Committee.
- ff. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- gg. To award grants in line with Section 137 of the Local Government Act 1972.

LEISURE SERVICES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	04.05.22	Yes	Added frequency of meetings
1.3	28.02.23	Yes	Membership increased from 9 Councillors to 10 at FC (28.02.23)

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 10 Councillors

4. DUTIES AND POWERS

4.1. MEETINGS

Meetings of the standing committee will take place 5 times each year around the Full Council meeting cycle.

4.2. TERMS OF OPERATION

- a. To provide, manage and promote informal and formal sports and recreational facilities within the parks and open spaces for individuals, groups and clubs.
- b. To provide, manage and promote the use of Coronation Hall and Chapel Hall by the general public.
- c. To provide, manage and promote the use of Woodford Park Leisure Centre by the general public.
- d. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards, public toilet in accordance with the approved estimates and to advise the Council on future requirements.
- e. To organise and work with other groups on events which promote the identity and community activity within Woodley.
- f. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association on the management of the site and to engender a good working relationship.
- g. To work with other organisations, agencies and charities to provide services and facilities for young people in Woodley.
- h. To recommend the fees and charges for the use of the facilities within the Committee's remit.
- i. To approve terms and conditions for the use of any of the facilities within the Committee's remit.

- j. To have authority to agree one-off applications for free use of facilities, and to approve exclusive use of agreed areas or facilities by other local authorities or voluntary organisations.
- k. To identify areas for the development of leisure and recreational facilities and activities and make any recommendations to the Council.
- l. To provide and manage children's play equipment in the parks and open spaces managed or leased by the Council.
- m. To provide and promote sports and leisure courses and activities, both in-house and through agencies, to residents and the general public.
- n. To provide, manage and maintain the Council's parks, recreation grounds and open spaces, encompassing all fixed and loose fixtures and fittings.
- o. To promote arts and culture in Woodley through the work of the Committee and act as an enabler to develop and provide art and cultural activities.
- p. To co-operate and liaise with Wokingham Borough Council on recreational and associated matters.
- q. To co-operate and liaise with other local authorities and organisations on the promotion and development of recreational facilities, which are to the benefit of Woodley residents.
- r. To develop new leisure and recreational facilities in the Council's ownership or jointly with other statutory or voluntary bodies.
- s. To liaise and co-operate with other bodies who are developing leisure or recreational facilities of benefit to the people of Woodley.
- t. To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and make any recommendations to the Strategy and Resources Committee or Council, where appropriate.
- u. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates, in accordance with the policies and format required by the Strategy Resources Committee.
- v. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee, and to delegate such powers as vested in the committee.
- w. To manage the committee's budgets and be authorised to transfer funds between each head within a location to meet unexpected expenditure within the powers delegated to the committee.
- x. To consider, where appropriate, the environmental impact on decisions being made

by the committee.

PLANNING AND COMMUNITY COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	10.05.22	Yes	Added frequency of meetings
1.3	28.02.23	Yes	Membership increased from 9 Councillors to 10 at FC (28.02.23)

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 10 Councillors

4. DUTIES AND POWERS

4.1. MEETINGS

Meetings of the standing committee will take place 13 times each year, approximately every four weeks. This is in order to effectively review the volume of planning applications received over the year.

4.2. TERMS OF OPERATION

- a. To represent the interests of Woodley people by commenting upon all planning issues, including Development Briefs, Local Plans, Structure Plans, Development Control, Planning Appeals, Mineral Extraction and Waste Disposal and to make site visits where necessary.
- b. To disseminate information on planning issues to Woodley people and to encourage their participation in responding to consultations on planning matters.
- c. To use full delegated authority to exercise the Town Council's statutory right to be consulted and to make representations to the local planning authority on planning applications.
- d. To consider the environmental impact of planning proposals in Woodley and adjacent parishes.
- e. To propose new street names and maintain and review a list for that purpose.
- f. To be authorised to appoint sub committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- g. To oversee arrangements for the Council's views to be presented to the local planning authority where an application has been listed by a Borough Councillor for consideration by Wokingham Borough Council Planning Committee. These arrangements to be in line with the Council's policy (FC 24/6/13 Min No 31) that such a presentation be undertaken by a Town Councillor for the ward in which the application is situated; if that is not possible a member of the Plans Committee will

make the presentation.

- h. To receive notification of:
 - i. planning applications
 - ii. planning decisions
 - iii. planning appeals
 - iv. consent for tree works
 - v. enforcement matters
 - vi. neighbour consultations
 - vii. permitted development certificates
 - viii. other matters relating to the planning process
- i. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
- j. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
- k. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
- l. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
- m. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
- n. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
- o. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
- p. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
- q. To review nominations for the annual Citizens Awards and appoint the award winners.
- r. To receive and review applications for annual grants and make recommendations to the Strategy and Resources Committee on the grants to be made.
- s. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- t. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.

- u. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- v. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.

Sub Committees, Task & Finish Working Group and Partnerships – Division of Places

The size, as set out in the respective Terms of Reference, and division of places, in accordance with Standing Order 2.2, of each Sub Committee, Task & Finish Working Group and Partnership is as follows:

Committee	No. of Places	Conservative Group	Labour Group	Liberal Democrat Group
Strategy and Resources Committee				
Investments sub committee	4	3	1	0
Risk Management sub committee	4	3	1	0
Standing Orders & Financial Regulations sub committee	4	3	1	0
PR & Marketing sub committee	4	3	1	0
Personnel sub committee	4	3	1	0
Woodley Town Centre Partnership	3 (2 plus substitute)	2	1	0
Leisure Services Committee				
Community Youth Partnership	4	3	1	0
3G Pitch Steering Group sub committee	4	3	1	0
WPLC Development task & finish working group	4	3	1	0
Youth Support Service task and finish working group	4	3	1	0
Planning and Community Committee				
Cycling & Walking task & finish working group	5 (2x Cllrs)	Not subject to proportionality		
Full Council				
Annual Town Meeting sub committee	4	3	1	0
Bulmershe SULV Joint Working Party	3 (2 plus substitute)	2	1	0

INVESTMENTS SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	10.02.22	Yes	Change to frequency of meetings – quarterly to at least once per year.
1.3	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.4	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.5	16.05.23	Yes	FC approved reduction of places from 6 to 4

1. TYPE OF COMMITTEE => Sub-Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

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

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

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

5.2. MEETINGS

a. Meetings of the sub-committee shall take place at least once each year, prior to the setting of the following year's budget. Additional meetings may be organised, as appropriate and necessary.

b. Officers will be in attendance at all meetings.

5.3. TERMS OF OPERATION

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

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

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

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

RISK MANAGEMENT SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	10.05.22	Yes	FC approved change to frequency of meetings – quarterly to once per year.
1.3	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.4	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.5	16.05.23	Yes	FC approved reduction of places from 6 to 4

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

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

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1.OVERALL PURPOSE

a. To review and monitor the Risk Management Strategy and process and make any recommendations to the Strategy and Resources Committee on these matters.

5.2.MEETINGS

a. Meetings of the sub-committee will take place at least once each year. Additional meetings may be organised, as appropriate and necessary.

b. Officers will attend the meetings of the sub-committee, as appropriate.

5.3.TERMS OF OPERATION

a. To have general oversight of the Council's Risk Management process.

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

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

d. To identify, analyse and prioritise risks.

e. To determine responsibilities and actions to control risks.

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

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

- h. To make recommendations to the Strategy and Resources Committee or Council on any matters outside the remit of the sub-committee in respect of risk management matters.

STANDING ORDERS AND FINANCIAL REGULATIONS SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.3	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.4	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.5	16.05.23	Yes	FC approved reduction of places from 6 to 4

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Strategy and Resources Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
- 4. SIZE =>** 4 Councillors

5. DUTIES AND POWERS

5.1.OVERALL PURPOSE

- a. The sub-committee's purpose is to review the Council's standing orders, the powers and duties of the committees and the financial regulations, in line with legislation and any other relevant matters, and to recommend any changes to these documents to the Strategy and Resources Committee.
- b. Final approval of these documents is required by Council after approval by the Strategy and Resources Committee.

5.2.MEETINGS

- a. Meetings of the working party will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.
- b. The Town Clerk will attend meetings of this Sub Committee.

5.3.TERMS OF OPERATION

- a. To provide reports of meetings to the Strategy and Resources Committee.
- b. To make recommendations to the Strategy and Resources Committee on amendments to the Council's Standing Orders, the Standing Committees and Full Council powers and duties and the financial regulations, as appropriate.
- c. The order of priority for the work of the working party shall be:
 - i. Standing orders and the powers and duties of Standing Committee and Full Council;
 - ii. Financial regulations.

PR AND MARKETING SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Group' to 'Sub Committee'
1.2	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.3	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.4	16.05.23	Yes	FC approved reduction of places from 6 to 4

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Strategy and Resources Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
- 4. SIZE =>** 4 Councillors
- 5. DUTIES AND POWERS**

5.1.OVERALL PURPOSE

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

5.2.MEETINGS

- a. Meetings of the working group shall take place at least quarterly.
- b. The Communications Manager, The Town Clerk and / or Deputy Town Clerk will attend meetings of this sub-committee.
- c. To receive and consider proposals relating to the Council's PR and marketing strategies and programs.

5.3.TERMS OF OPERATION

- a. To receive advice from the Communications Manager on the Council's marketing and PR activities and future proposals.
- b. To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.
- c. To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.
- d. To support and be involved with arrangements for community activities e.g. Woodley Carnival, WW1 commemoration, Centre Stage events.
- e. To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

PERSONNEL SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	05.08.22	Yes	Updated reference from 'Grounds Maintenance Manager' to 'Amenities Manager'
1.2	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.3	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.4	16.05.23	Yes	FC approved reduction of places from 6 to 4

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

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

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1.OVERALL PURPOSE

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

5.2.MEETINGS

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

b. Officers will be in attendance at all meetings.

5.3.TERMS OF OPERATION

5.3.1. REPORTS AND ADVICE

a. To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 22.2 which states:

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

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

5.3.2. COUNCILLORS

- a. Where a Councillor panel is required for a disciplinary or grievance hearing at least one member of the Personnel Sub Committee should serve on the panel, if practicable. The remaining members of the panel will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee.
- b. Any Councillor appeal panels required to be constituted will, if practicable and there are sufficient Councillors with no prior knowledge of the matter, be drawn from the members of the Personnel Sub Committee and the Strategy and Resources Committee.

5.3.3. APPOINTMENTS

- a. The panels for any appointments to be made by Councillors, as set out in 23.2.c, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable.
- b. Such a panel covers the following management posts Deputy Town Clerk, Committee Officer, Leisure Services Manager, Grounds Maintenance Manager).
- c. The appointment of the Town Clerk to be made by Full Council.

WOODLEY TOWN CENTRE PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	20.01.22	No	Draft
1.1	24.01.22	Yes	Updated Duties & Powers (section 4), addition of sections 5 and 6.
1.2	15.03.22	Yes	Updated for meeting of Executive Sub Committee on 17/3/22
1.3	09.05.22	Yes	6 month rule reference added

1. TYPE OF COMMITTEE => PARTNERSHIP

2. PARENT COMMITTEE => STRATEGY AND RESOURCES COMMITTEE

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

a. NO

4. SIZE => 2 Woodley Town Council Nominees*
 2 Wokingham Borough Councillors*
 2 Woodley Traders*
 4 co-opted individuals*
 1 Wokingham Borough Council Officer
 1 Woodley Town Council Officer
 Town Centre Manager
 Saturday Market Manager
 Thames Valley Police
 Beechwood School
**indicates voting rights*

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public.

In order to succeed in its mission, the Partnership will be non political and not aligned to any other organisation.

6. STRUCTURE AND ORGANISATION

The management structure of the Partnership consists of 3 main parts:

- Management Committee
- Executive Sub Committee
- Woodley Town Centre Manager

In addition, working parties may be formed as described below in 6.4

6.1 MANAGEMENT COMMITTEE

The Management Committee is the executive body of the Woodley Town Centre Partnership.

This Committee is made up of representatives of those organisations which support the Partnership. Its role is to determine the policy and direction of the Partnership through an annual

plan. Additionally, it will provide direction regarding any "ad hoc" requirements that occur from time to time.

The Committee will oversee expenditure of the Partnership's funds, in line with the budget, set annually by the Woodley Town Centre Partnership.

The Partnership's funds will form part of the Council's budget and will be ringfenced for use only on the direction of the Town Centre Manager or the Management Committee of the Woodley Town Centre Partnership.

Woodley Town Council will process all invoices and income relating to the Woodley Town Centre Partnership and reclaim any VAT as a Section 33 body.

Any budget over or underspend at the year end will be adjusted to a zero balanced budget using the Woodley Town Centre Partnership earmarked reserve, also held within the Town Council's funds.

Meetings Schedule

The Management Committee will normally meet 4 times a year (January, March/April, July and October). Meetings will be publicised in the most appropriate way and aimed at encouraging attendance by residents and traders. Agendas, minutes and any associated documentation will be sent out at least one clear week prior to the date of the meeting. A suitable number of spare copies will be available at the meeting for additional attendees.

Extraordinary meetings of the Management Committee will be called, as and when necessary, by the Chairman and the Vice Chairman of the Management Committee.

Attendance

Any individual will be able to attend meetings as long as they are either Woodley residents or local traders, including Market Traders. Invitations to the local police, elected Councillors who represent the area covering the town centre, a representative from the Woodley and Earley Lions and the chair of an associated locally based organisation, such as the Woodley and North Earley Community Forum, may be made if that organisation has a valid and direct bearing on the quality of life in the Town Centre.

They will be entitled to request copies of the agenda and associated documentation by application to the Woodley Town Centre Manager. These attendees are not members of the Management Committee.

Voting Members of the Management Committee

The Management Committee will comprise voting representatives from the following organisations:

- Woodley Traders (2 voting members)
- Woodley Town Council (2 voting members - nominees)
- Wokingham Borough (2 voting members – councillors)
- Up to 4 individuals co-opted by the Management Committee

Non Voting Members of the Management Committee

- Woodley Town Council Officer
- Wokingham Borough Council Officer
- Town Centre Manager
- Saturday Market Manager
- Thames Valley Police
- Beechwood School

Co-opted Members of the Management Committee

Other individuals may be co-opted as voting members on to the Management Committee following a 2/3rd majority vote of the voting members. Any co-options will be subject to the total number of voting representatives not exceeding 10 people. The co-opted members' term of office will be up to a maximum of 12 months and come to an end at the following Annual Meeting in October.

Any other resident of Woodley or local trader attending the Management Committee meeting will be encouraged to fully participate in any discussions. However, they will not be allowed to vote.

Selecting Representatives

Each organisation or grouping shall have the right to nominate its own representatives and to send substitutes to meetings of the Management Committee. Any substitutes must be current members of that organisation – e.g. the voting member for Traders must work for a current trader.

Quorum

For the meeting to be quorate a minimum attendance of 1/2 of the voting members of the Management Committee is required.

Discussion Protocol

Normal committee rules will prevail at all meetings with points raised through the Chairman. Individuals wishing to speak during a discussion need first to attract the attention of the Chairman who will invite them to speak at the appropriate time.

The Chairman will be the final arbiter of any discussion.

Chairman & Vice Chairman

The Management Committee will appoint the Chairman and Vice Chairman of the Committee to act for a 12-month period at the Annual meeting in October.

The Chairman and Vice Chairman both have voting rights at every meeting of the Executive Sub Committee and Management Committee.

The persons nominated for these positions must come from the voting membership of the Management Committee.

The Woodley Town Centre Partnership Chairman and the Vice Chairman both have voting rights at every meeting of the Woodley Town Centre Partnership Executive Sub Committee and Management Committee.

Delegation

At any time, following a majority vote, any item can be delegated to the Executive Sub Committee if it is deemed appropriate.

Town Centre Manager

The Management Committee will be responsible for appointing a paid, part time coordinator, called the Town Centre Manager. Further details are provided below under the appropriate heading.

Minutes

Minutes will be recorded of every meeting and published on the Town Council web site. Copies of the minutes will be sent to all participating organisations and to the Strategy and Resources Committee of Woodley Town Council.

6.2 Executive Sub Committee

The Executive Sub Committee is a small committee whose objective is to provide additional support and guidance to the Town Centre Manager.

It will not be able to commit any additional expenditure or allocation of resources as that authority rests solely with the Management Committee.

Meetings Schedule

The Executive Sub Committee will meet on request. The Chairman and Vice Chairman will call meetings of the Executive Sub Committee.

Attendance

All meetings will generally be restricted to the members of the Executive Sub Committee. The Chairman will have the right to agree to any additional attendance as they see fit.

Membership

Members of the Executive Sub Committee will be members of the Management Committee, and will comprise:

- Chairman
- Vice Chairman
- Woodley Town Council councillor member
- Wokingham Borough Council councillor member
- Town Centre Manager

Quorum

A minimum attendance of 3 voting members of the Executive Sub Committee.

Chairman & Vice Chairman

The Woodley Town Centre Partnership Chairman and Vice Chairman will automatically be Chairman and Vice Chairman of the Executive Sub Committee.

Delegated Responsibility – Personnel Matters-

The Executive Sub Committee will be responsible for the recruitment of staff and other personnel matters, and will report decisions or refer matters, as appropriate, to the Management Committee.

Minutes

Minutes of all meetings will be recorded and maintained by Town Centre Manager. Either written minutes or a verbal report will be provided at the next meeting of the Management Committee.

6.3 Woodley Town Centre Manager

The Town Centre Manager will be responsible for the implementation of policy, agreed projects and the co-ordination of all Woodley Town Centre Partnership activities, and any urgent operational decisions need to be agreed with the chair (or the vice chairman in the chairman's absence).

He/she will be responsible to the Management Committee for the preparation and publicity of the annual plan and on all issues of policy but will be managed, on a day-to-day basis, by the Town Clerk of Woodley Town Council.

A more detailed definition of the responsibilities of the Town Centre Manager can be found in a separate document covering the job description.

6.4 Working Parties

Additional working parties may be created, if needed, following a simple majority vote of the Management Committee.

All working parties must have fully defined terms of reference, including timescales and will report back to the Management Committee with recommendations. A working party will not be able to authorise any additional expenditure or commitment of any resource unless delegated to do so by the Management Committee.

7. OTHER

7.1 Press

Only the Chairman and Town Centre Manager, jointly, are authorised to act as press spokespersons on behalf of the Woodley Town Centre Partnership.

7.2 Changes to the Terms of Reference

Any proposal to amend these Terms of Reference must be brought to the attention of the Chairman of the Management Committee. The Chairman will then decide if the amendment goes on the next available agenda for discussion by full committee or if a small working party needs to review a more complex amendment and bring recommendations to the Management Committee. Amendments to the Terms of Reference require a 2/3rd majority vote in favour to be adopted.

COMMUNITY YOUTH PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	15.11.22	Yes	LS (15/11/22) approved to increase no. of Councillor members from 4 to 5.
1.2	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.3	16.05.23	Yes	FC approved the reduction of places from 6 to 4
1.4	02.04.24	Yes	LS approved removal of reference to Youth Project Fund – 5.2 d) / 5.4 d) & addition of 5.3 d) – (02.04.24)

- 1. TYPE OF COMMITTEE =>** Partnership
- 2. PARENT COMMITTEE =>** Leisure Services Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
- 4. SIZE =>** 4 Councillors; up to 10 representatives of Voluntary Sector organisations who work with young people.
- 5. DUTIES AND POWERS**
 - 5.1.VOTING RIGHTS**
 - a. All members of this Partnership have equal rights to vote.
 - 5.2.OVERALL PURPOSE**
 - a. To provide an opportunity for the exchange of information on youth services and activities in Woodley Town.
 - b. Engender good working relationships between providers of youth services and activities in Woodley Town.
 - c. To enable and / or be involved in joint projects and plans to improve services and support to Woodley's young people.
 - d. To consider and make recommendations on funding for ad-hoc youth projects, as and when they arise.
 - e. Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town Councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.
 - 5.3.MEETINGS**
 - a. Meetings of the working party shall take place at least quarterly.
 - b. Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.

- c. Officers will be in attendance at all meetings.
- d. After apologies and declarations of interest, the first item on the agenda will always be given over to discussions with any non-partnership members who have been invited to attend the meeting.

5.4.TERMS OF OPERATION

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

3G PITCH STEERING GROUP SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Re-titled 'Sub Committee'
1.2	10.05.22	Yes	Change to frequency of meetings – from three times per year to once per year.
1.3	28.02.23	Yes	Membership increased from 3 Councillors to 4 at FC (28.02.23)
1.4	02.04.24	Yes	LS approved reference to new Management & Development Plan document (02.04.24)

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Leisure Services Committee

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

a. NO

4. SIZE => 4 Councillors;

It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the Partner Clubs.

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

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

5.2 MEETINGS

a. The steering group shall meet at least once each year. Additional meetings may be organised, as appropriate and necessary.

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

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

d. Officers will attend the meetings of the working party, as appropriate.

5.3 TERMS OF OPERATION

a. To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan, football development plan, as contained within the Council's 3G Pitch Management & Development Plan, and partner clubs service level agreement.

- b. To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan, football development plan, as contained within the Council's 3G Pitch Management & Development Plan, and partner clubs service level agreement.
- c. To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.
- d. To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.
- e. To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.

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 of the Council 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.

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.

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)
1.3	27.02.24	Yes	Size increased to 5 members, 3 from external organisations, and remove the naming of specific organisations – Approved by P&C (27.02.24)

- 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 =>** 5 Members; to be made up of 1 Labour group and 1 Liberal Democrat group appointment, and 3 representatives from active local cycling and / or walking organisations (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.

ANNUAL TOWN MEETING SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
0.1	23/05/23		Draft Version – pulled from previous Town Electors Working Group ToR
1.0	27/06/23	No	Approved by FC (27/06/23)

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Full Council
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
- 4. SIZE =>** 4 Councillors
- 5. DUTIES AND POWERS**

5.1 OVERALL PURPOSE

The committee's role is to review the arrangements that were in place for holding previous Annual Town (previously Town Electors') meetings and to consider any new arrangements which might be appropriate to attract more residents to attend future meetings.

5.2 Meetings

The meetings of the committee shall take place each year in the run up to the Annual Town Meeting.

5.3 Terms of operation

- a. To consider the preferred date/s for future Annual Town meetings – the meeting must be held annually between 1 March and 1 June – and to make recommendations to Full Council as to the date/s on which meetings should be held.
- b. To review how the Annual Town meeting has operated in recent years.
- c. To consider ideas, arrangements and alternative structures to attract more residents to attend future Annual Town meetings.
- d. To consider how, for future Annual Town meetings, residents could be involved in suggesting and / or identifying items of interest relating to the town which could be discussed at the meetings.
- e. To make recommendations to Full Council on proposals for the 2024 Annual Town meeting and future Town Electors meetings.

BULMERSHE SITE OF URBAN LANDSCAPE VALUE JOINT SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Working Party to Sub Committee

1. TYPE OF COMMITTEE => Joint Sub-Committee

2. PARENT COMMITTEE => Woodley Full Council; Earley Town Council

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

a. NO

4. SIZE => 2 Councillors plus 1 Substitute Councillor from Woodley Town Council
2 Councillors plus 1 Substitute Councillor from Earley Town Council

5. DUTIES AND POWERS

5.1. VOTING RIGHTS

a. All members have equal voting rights.

5.2. OVERALL PURPOSE

a. To protect the Bulmershe Site of Urban Landscape Value (SULV), as currently defined in the Wokingham Borough Council MDD DPD Document and as shown on the attached map, from development.

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

5.3. MEETINGS

a. Meetings will be arranged as necessary.

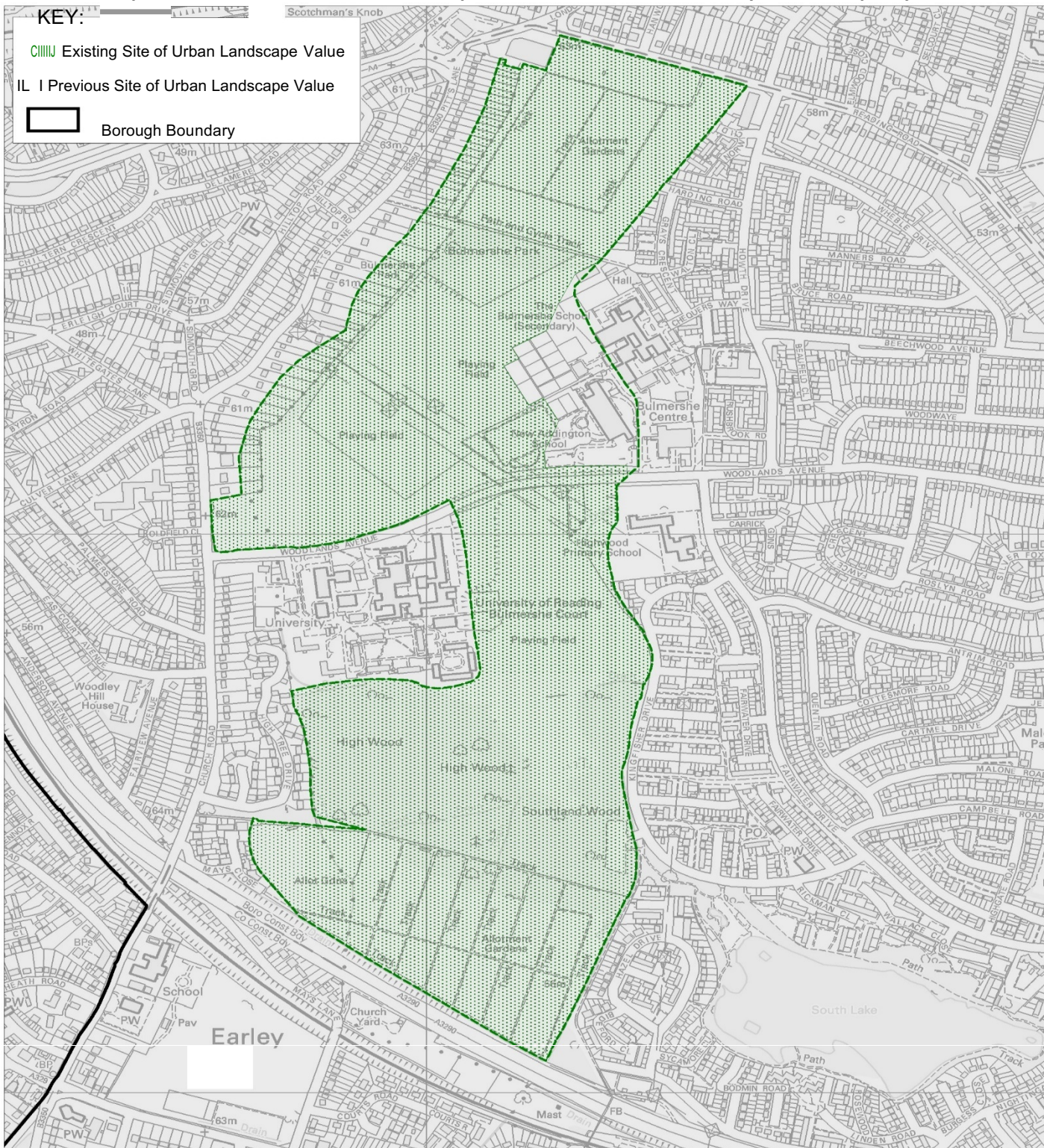
5.4. TERMS OF OPERATION

a. To define and maintain a joint statement on behalf of both Town Councils on reasons for the Bulmershe SULV to exist. To review all existing policies in place to protect the Bulmershe SULV.


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


LANDSCAPE DESIGNATIONS


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



KEY:

 Existing Site of Urban Landscape Value

 Previous Site of Urban Landscape Value

 Borough Boundary

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Scale 1:6,000 at A3



WOKINGHAM BOROUGH COUNCIL

APPENDIX 18 (enclosure)

REPORTS FROM TOWN COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

OUTSIDE BODY	APPOINTED REPRESENTATIVE/S	REPORT PROVIDED	PAGE
ARC	Cllr K. Gilder Mrs S. Flower	Yes	1
Citizens Advice Wokingham	Cllr V. Lewis	-	-
Friends of Woodford Park Committee	Cllr R. Horskins	Yes	2
Highwood Management Conference	Cllr K. Gilder Cllr M. Holmes	Yes	4
Keep Mobile	Cllr L. Guttridge	-	-
Poor's Land Charity	Cllr M. Holmes	-	-
	Cllr K. Gilder	Yes	5
	Mrs S. Flower	Yes	6
	VACANCY	-	-
ReadiBus	Mr A. Heap	Yes	7
Robert Palmer's Almshouse Charity	Cllr D. Bragg	-	-
Sonning & District Welfare & Education Trust	Cllr D. Smith	Yes	9
Wokingham Borough/Parish Liaison Forum	Cllr M. Kennedy	-	-
Woodley Bowling Club Management Committee	Cllr K. Gilder	Yes	10
Woodley Volunteer Centre	Cllr M. Kennedy	-	-

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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	Trustee
Number of formal meetings held / invited (since last report or 1 May)	Since January 2024 - 2 meetings
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:	
ARC is an Adult and Youth Counselling Service based in Wokingham, it also offers support within schools and some GP surgeries. It has a regular surgery at the Oakwood Centre. Training and support is also offered to families and teachers.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
Next meeting is 22 nd April 2024. I am unable to attend as another prior commitment Previous meeting on 13 th February reported on ARC's financial position and the need to increase charges of services to schools due to general increases in costs of service. The waiting lists have reduced due to new counsellors in training. A high proportion of adults are unable to pay, a knock on effect of the increased pressures on families. Workshops on 'Anxiety' for parents of primary school children have been well attended, increase in numbers of children diagnosed with ADHD.	
Please provide any additional information that fellow Members might find useful:	

Representative:	Shelagh Flower	Dated:	22 April 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	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)	Two
Number of formal meetings attended since last report (since last report or 1 May)	One
Reasons for not attending (if attendance below 50%)	@50% didn't appreciate that an invite was not sent: other than being held bi-monthly. So missed it! This has now changed so that a reminder invite is sent.
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, as suggested at the Liaison Committee meeting by a Councillor member, 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 top awards when entered in 2016 and 2017.</p> <p>Funding for the group has reached £7000 over the years. This has been achieved by Sponsorship from local businesses, Donations from the public and fund raising by the sales of Greeting cards with pictures of the park (as made by a volunteer) and plant sales etc. In addition, a great many of the plants in the gardens have been obtained from public gifting or offered online. Often the plants purchased are from local businesses who are happy to discount. Some of the trees were even provided free by the RHS. In the initial years FoWP hosted public bi-monthly meetings which were very successful in attendance. However, the general feedback from the public was that no results were ever seen from the council hence since co-vid these meetings have not recommenced.</p>	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>Much has been done to the beds they have created from the War Memorial round to the new play area in the park. In the yearly years FoWP maintained the Garden of Remembrance, but the Grounds staff now maintain and have reworked this area.</p>	
Please provide any additional information that fellow Members might find useful:	
<p>This group of volunteers are a real asset to Woodley: not just Woodford Park! David Provins founded the group at the suggestion of the Deputy Town Clerk. Agreement being confirmed by the Leisure Services Committee in September 2015. The group does a great deal to encourage intergroup working: with The Rotary Group, Scouts and the local Sage company day volunteers. FoWP also liaise with Town Council Staff and the many members of the public that stop and speak. While FoWP volunteers carry out a great deal of gardening work in Woodford Park throughout the country Friends' groups are established as independent volunteer groups</p>	

with the purpose of being the principal forum for discussing views about a park and promoting more effective, beneficial usage to the wider community.

Representative:

RJC Horskins

Dated:

25 April 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	Highwood Management Conference
Name of Representative	Councillors Kay Gilder and Mary Holmes
Capacity appointed; e.g. trustee, director, observer etc	Appointed Woodley Town Council members
Number of formal meetings held / invited (since last report or 1 May)	One annual meeting in 2023, with one additional meeting convened in 2024 by the Dinton Pastures Country Park Rangers.
Number of formal meetings attended since last report (since last report or 1 May)	One annual meeting in 2023, with one other meeting convened in 2024 by the Dinton Pastures Country Park Rangers.
Reasons for not attending (if attendance below 50%)	-----
Please give a brief overview of the Outside Body for Members:	
The conference's members meet on an annual basis with an official of the Wokingham Borough Council and the Head Ranger of WBC's Dinton Pastures Country Park.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
On 17th August 2023 – Councillors Kay Gilder and Mary Holmes joined the discussions in the Oakwood Centre with the Head Ranger Simon Bartlam regarding the continuing progress of the Wokingham Borough Council's work within Highwood and South Lake. These annual evening meetings are now preceded by a 2-hour site visit to both Highwood and South Lake.	
Please provide any additional information that fellow Members might find useful:	
In addition, at lunchtime on March 13th 2024 members joined a Wokingham Borough Council Ranger for the unveiling of their new wooden notice boards at the entrances to both Highwood and South Lake. These high class information notice boards illustrate the wild life which the public can see at both sites. Afterwards, the members viewed the new tree which the Woodley & Earley Lions Club have recently planted on the northern side of the South Lake in memory of their valued member Tony Lomax. The members suggested that this young tree should be protected from possible vandalism.	

Representative:	Cllr Kay Gilder and Cllr Mary Holmes.	Dated:	30/04/24
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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	Cllr Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	Trustee
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:	
<p>The meeting was attended by both Mary Holmes and Kay Gilder.</p> <p>At last the Cedar Tree replacement seems to be almost agreed, we are still awaiting a visit from WBC to come to agreement on position of this.</p> <p>We welcomed new tenant K. Woods who seems to have settled in nicely.</p> <p>A few of the residents attended a lunch at the Sonning Golf Club, this was such a success that it is hoped that this will be a bi-monthly event.</p> <p>A Legionnaires inspection was done, and found that all systems are clean.</p> <p>Lighting has all been changed to eco-friendly bulbs.</p> <p>The walnut tree at the Bungalow is to be removed, due to being too close to the house.</p>	
Please provide any additional information that fellow Members might find useful:	

Representative:	Cllr Kay Gilder	Dated:	28 April 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	Poor's 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)	3
Number of formal meetings attended since last report (since last report or 1 May)	1
Reasons for not attending (if attendance below 50%)	1 meeting not attended as emergency visit to A and E 1 visit another commitment
Please give a brief overview of the Outside Body for Members:	
<p>Alms houses for people in need from designated areas including Woodley, Sandford and Charvil. It also offers financial assistance to people in need via its Relief in Need fund.</p>	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>The Charity continues to support applications from applicants to the Relief in Need fund. Interviews held for vacant flat. Maintenance issues remain ongoing in order to ensure flats are suitably safe and secure for residents. Future developments of site and properties under constant review.</p>	
Please provide any additional information that fellow Members might find useful:	
<p>There are usually monthly meetings with regular contact via email outside of the meetings</p>	

Representative:	Shelagh Flower	Dated:	22 April 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 Representative	Alex Heap
Capacity appointed; e.g. trustee, director, observer etc	Director
Number of formal meetings held / invited (since last report or 1 May)	6
Number of formal meetings attended since last report (since last report or 1 May)	4
Reasons for not attending (if attendance 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 6th February 2024</p> <p>J Brindley had offered to take up the position of Hon Sec for an initial trial period. This was approved</p> <p>J Brindley had also offered to become the third signatory, replacing T Bottomley. This was also agreed. There was nothing to report as an update on the situation with West Berkshire Council.</p> <p>The audit group met on 18 January 2024 and presented their report, which had been circulated. The Chair thanked them for undertaking to review journals and bank recs on a periodic basis going forward, starting with a visit planned very soon.</p> <p>It was agreed that all decisions taken at the meeting were in accordance with policies.</p> <p>The launch of the new Readibus bus livery happened on Wednesday 10th April 2024 at the Readibus stop near John Lewis/M&S in Broad Street, Reading.</p> <p>The bus used for the livery launch was an existing low-floor bus, which we've had for a bit over a year and has until now been plain white, in preparation for its new livery. The new livery captures all the different colours of the mainstream buses - as Readibus goes to all parts of the town and so covers all of the different coloured routes. The Readibus logo in the livery is also in the same signwriting style as that used by Reading Buses, to further enhance the connection that Readibus is part of Reading's public transport network</p>	

The two new buses that will be arriving soon will also have this livery once they have been delivered. The existing buses will not have their livery changed, at least not straightaway, but each further new bus, as the existing buses are replaced, will have the new livery.

In other news/other brief updates:-

The first of the two new buses on order arrived on 12th April and the second is due in about 3 weeks.

We had to deal with 2 disruptions recently – the first left us without phones, e-mail and internet following a road traffic accident outside our premises and the second shortly afterwards knocked out our power supply as well as our phones, e-mail and Internet following an apparent fire in a local substation and stormy weather. Fortunately we came through all that without any interruption in actual service provision – just a lot of disruption!

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

The next Board meeting is scheduled for Tuesday 25th June 2024 at 6:30pm.

Representative:

Alex Heap

Dated:

27 April 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	SONNING AND DISTRICT WELFARE AND EDUCATIONAL TRUST
Name of Representative	DARREN SMITH
Capacity appointed; e.g. trustee, director, observer etc	TRUSTEE
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
Reasons for not attending (if attendance below 50%)	None
Please give a brief overview of the Outside Body for Members:	
A charity helping those in need for Educational and Welfare 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:	
Meeting 27 th March 2024 - The trustees continue to review and make grants to local people, but the numbers are still relatively low. In this respect much of the last meeting focused on how we can update our website, design both an on-line and downloadable grant application form, and generally how we can improve our reach in the community. Our previous Treasurer (Brian Booker) has now handed over to our new Treasurer (Tony Walker) who is preparing a final draft for our FY23 accounts and looking at ways to improve our ability to make payments more easily, so we can respond more quickly to local people.	
Please provide any additional information that fellow Members might find useful:	
Home - Sonning & District Welfare Trust (sonningwelfaretrust.org.uk)	

Representative:	Darren Smith	Dated:	27th April 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	Woodley Bowling Club
Name of Representative	Cllr Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	Management committee member
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:	
<p>There is an Open Day on 11 May, all are welcome. Trainers must be worn if you wish to join in with the Bowls.</p> <p>The Club has received a £350 grant from WTC, which they are very grateful for.</p> <p>The Club considered applying for a temporary bar licence, but have now decided to apply for a new full licence as it is better value.</p> <p>The committee ask that consideration be given to a sign directing the public to the Bowls Club at the Haddon Drive end of Woodford Park.</p> <p>The Bowls Club have a new website manager and hopefully have a new website in approximately 6 weeks.</p>	
Please provide any additional information that fellow Members might find useful:	

Representative:	Cllr Kay Gilder	Dated:	28 April 2024
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