



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 25 June 2024.

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

Kevin Murray
Town Clerk

Town Forum

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

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

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF THE COUNCIL MEETING HELD ON 7 MAY 2024** Page 5
To receive the Minutes of the Council Meeting held on 7 May 2024 and to approve their signing as a true and correct record.
4. **ACTIONS / FOLLOW UPS**
To review the actions / follow ups arising from previous meetings of Full Council. ***(Appendix 4)*** Page 30

5. **COMMITTEE APPOINTMENTS**

To note the Labour Group appointments to the applicable vacant places on the following committees:

- Leisure Services – Councillor Singh
- Bulmershe SULV Joint Sub Committee – Councillor Taylor

6. **COMMITTEE REPORTS**

To note reports from the following:

6.1	Planning & Community Committee	21 May 2024	Page 31
6.2	Leisure Services Committee	4 June 2024	Page 39
6.3	Strategy & Resources Committee	11 June 2024	Page 43
6.4	Planning & Community Committee	18 June 2024	Page 55

7. **ANNUAL TOWN MEETING SUB COMMITTEE**

To note **Report No. FC 4/24** of the Annual Town Meeting Sub Committee meeting which was held on 10 June 2024. Page 61

8. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24**

- a) To approve the Financial Statements for 2023/24 and authorise the signing of the statements by the Mayor and the Town Clerk. Appendix Pages 1 - 10

The Financial Statements have been prepared as supporting accounting working papers to the Accounting Statements as set out in Section 2 of the Annual Governance and Accountability Return.

- b) To receive and note the Annual Internal Audit Report (as set out in the Annual Governance and Accountability Return 2023/24). Appendix Page 13

- c) To approve the Annual Governance Statement for 2023/24 as set out in Section 1 of the Annual Governance and Accountability Return, and authorise the signing of the document by the Mayor and the Town Clerk. Appendix Page 14

Supporting information to the Annual Internal Audit Report and Annual Governance Statement is provided. Appendix Pages 17 – 33

- d) To approve the Accounting Statements for 2023/24, as set out in Section 2 of the Annual Governance and Accountability Return, and authorise the signing of the statements by the Mayor. Appendix Page 15

Attached for Members' information is an explanation of the variances, which has been prepared for the external audit. Appendix Pages 34 - 35

Please note that the documents for this agenda item are enclosed separately in the Financial Statements and Annual Governance and Accountability Return 2023/24 Appendix.

9. **LEADER'S STATEMENT**

To note that, in the absence of Councillor Baker, there will be no statement from the Leader of the Council.

10. **OUTSIDE BODIES**

a) To receive any reports from Town Council representatives on outside bodies. ***(Appendix 10)***

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b) To appoint to a Town Council representative to the following outside body:

- Poor's Land Charity (to serve until 2028) *
- Museum of Berkshire Aviation Trust **

* This vacant place was not appointed to at the Annual Meeting – 7 May 2024

** A Town Council representative was previously appointed to the Museum of Berkshire Aviation Trust up until May 2023, and the organisation has now indicated they would like a representative to be re-appointed.

11. **TOWN MAYOR'S ENGAGEMENTS**

To note the engagements attended by Councillor Anderson as Town Mayor and Councillor Bragg as Deputy Town Mayor since the last meeting. ***(Appendix 11)***

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12. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

13. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

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**Minutes of the Annual Meeting of the Town Council held at the Oakwood Centre
on Tuesday 16 May 2023 at 8 pm**

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

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

Also present: *8 members of the public*

1. *Before the meeting commenced, representatives from the following organisations, who were awarded a Community Grant at the Strategy & Resources Committee meeting held on 16 April 2024, addressed the Council to provide details of the projects their grants will go towards funding:*

- *Woodley Bowling Club*
- *Woodley Festival of Music & Arts*
- *Woodley Photographic Club*

Councillor Sartorel adjourned the meeting to enable photos to be taken of the grant recipients. Four members of the public left the meeting.

2. *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.*

3. *Prior to the meeting Sally Gibson (Manager – Keep Mobile) addressed the Council to provide an update on the organisation's activities.*

Sally provided Members with the background of the charity and that they provide four main door-to-door services; Dial-a-Ride, shopping trips, day excursions, and group transport.

Membership for life costs £1, with a £12 per annum rate for Dial-a-Ride membership and £24 to include excursions. Keep Mobile have an agreement with Wokingham Borough Councils for users to be able to pay for trips with their bus passes; it was noted Bracknell Forest Borough Council do not permit this.

It was noted that the number of transport requests refused by the organisation has increased in recent years, with the organisation unable to meet an increase in demand. Sally explained that this was mainly due to Council's cutting spend on public transport, increased awareness of the organisation's services from marketing activities, and people are living longer. It was noted that Keep Mobile face no challenge recruiting drivers, and currently have a waiting list.

Councillor Sartorel thanked Sally for attending the meeting. Two members of the public left the meeting.

4. **ELECTION OF TOWN MAYOR**

The existing Mayor, Councillor Sartorel, addressed the Council. She noted this was the end of her third and final year as Mayor, during which time she had met and interacted with so many people, and stated it had been an honour to serve the residents of Woodley. She thanked Council Officers for their support during her tenure, along with the Deputy Mayor, Councillor Anderson. Councillor Sartorel also highlighted that, during the past year, £1,546.35 had been raised for her chosen Mayor's Charity, Woodley Lunch Bunch, thanking those who supported her event.

The Councillor Sartorel called for nominations for the office of Town Mayor for 2024/25.

It was proposed by Councillor Baker, seconded by Councillor Swaddle and

RESOLVED:

- ◆ To elect Councillor Anderson to the office of Town Mayor of Woodley for the 2024/25 municipal year.

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

It was noted that Councillor Anderson was absent for this meeting and, in light of this, Councillor Sartorel advised Members that she would continue to chair the meeting until the Deputy Town Mayor is elected.

Councillor Sartorel read out a pre-prepared speech from the newly elected Mayor, Councillor Anderson, thanking Members for her election.

5. **TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor Sartorel confirmed the Town Clerk would arrange for Councillor Anderson to sign the Declaration of Acceptance of Office of Town Mayor as soon as possible after the meeting.

6. **APOLOGIES**

Apologies were received from Councillors Anderson, Kennedy and Smith.

7. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

8. **ELECTION OF DEPUTY TOWN MAYOR**

It was proposed by Councillor Baker, seconded by Councillor Sartorel, and

RESOLVED:

- ◆ To elect Councillor Bragg to the office of Deputy Mayor for the 2024/25 municipal year

Voting: For: 19 Against: 0 Abstentions: 2 No Vote Registered: 1

The newly elected Deputy Mayor, Councillor Bragg took over as chair of the meeting.

9. **COMPOSITION OF THE COUNCIL**

RESOLVED:

- ◆ To note that Councillor Charles Bey has resigned from the Labour group and is now an independent Councillor.

- ◆ To note the current composition of the Council:
 - Conservative Group – 17 Councillors
 - Labour Group - 5 Councillors
 - Liberal Democrat Group – 2 Councillors
 - Independent Councillors – 1 Councillor
- ◆ To note that the change to the composition of the Council does not impact the proportional split of Councillors on any of the Council’s existing committees.

10. **POLITICAL GROUP LEADERS**

10.1 **RESOLVED:**

- ◆ To note the appointment of Councillor Soane as Leader of the Conservative Group, and that no Deputy Leader would be appointed.

10.2 **RESOLVED:**

- ◆ To note the appointment of Councillor Taylor as Leader and Councillor Edwards as Deputy Leader of the Labour Group.

10.3 **RESOLVED:**

- ◆ To note the appointment of Councillor Jewell as Leader and Councillor Rowland as Deputy Leader of the Liberal Democrat Group.

11. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**

11.1 It was proposed by Councillor Gilder, seconded by Councillor Swaddle and

RESOLVED:

- ◆ To elect Councillor Baker as Leader of the Council for the 2024/25 municipal year.

Voting: For: 14 Against: 2 Abstentions: 5 No Vote Registered: 1

11.2 It was proposed by Councillor Gilder, seconded by Councillor Baker and

RESOLVED:

- ◆ To elect Councillor Swaddle as Deputy Leader of the Council for the 2024/25 municipal year.

Voting: For: 14 Against: 0 Abstentions: 7 No Vote Registered: 1

12. **STANDING COMMITTEES**

The Deputy Mayor advised Members that, if no changes were to be proposed to the terms of reference, known as Powers and Duties, of the Standing Committees then it would be expedient to approve these en masse. No Members proposed any changes and it was

12.1 **RESOLVED:**

- ◆ To approve the Powers and Duties of the three standing committees - Strategy & Resources, Leisure Services, Planning & Community - for the 2024/25 municipal year, which includes setting the number of places on each standing committee at 10.

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

12.2 **Strategy and Resources Committee**

RESOLVED:

- ◆ To note the appointment of Councillors Anderson, Baker, Bello, Chadwick, Gilder, Horskins, Kennedy, Nagra, Rowland and Swaddle to the Strategy and Resources Committee for the 2024/25 municipal year.

12.3 **Leisure Services Committee**

RESOLVED:

- ◆ To note the appointment of Councillors Edwards, Errawalla, Firmager, Gilder, Horskins, Jewell, Kennedy, Lewis and Smith to the Leisure Services Committee for the 2024/25 municipal year, with one Labour group place remaining vacant at the current time.

12.4 **Planning and Community Committee**

RESOLVED:

- ◆ To note the appointment of Councillors Baker, Bragg, Guttridge, Horskins, Jewell, Lewis, Sartorel, Singh, Soane and Taylor to the Planning and Community Committee for the 2024/25 municipal year.

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

Under Standing Orders 6.4a, 6.5a and 6.6a respectively, members of the parent standing committees considered the terms of reference as follows:

13.1 **Strategy and Resources Committee**

It was proposed by Councillor Baker, seconded by Councillor Gilder and

RESOLVED:

- ◆ To approve the terms of reference for all committees for whom the Strategy & Resources Committee is the parent committee, as follows:
 - Investments Sub Committee – 4 places
 - Risk Management Sub Committee – 4 places
 - Standing Orders & Financial Regulations Sub Committee – 4 places
 - PR & Marketing Sub Committee – 4 places
 - Personnel Sub Committee – 4 places
 - Woodley Town Centre Partnership – 3 places (including 1 substitute)

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

13.2 **Investments Sub Committee:**

RESOLVED:

- ◆ To note the appointment of Councillors Anderson, Baker, Bello and Bragg to the Investments Sub Committee for the municipal year.

13.3 **Risk Management Sub Committee:**

RESOLVED:

- ◆ To note the appointment of Councillors Bello, Bragg, Guttridge and Horskins to the Risk Management Sub Committee for the municipal year.

13.9 **Community Youth Partnership:**

RESOLVED:

- ◆ To note the appointment of Councillors Bragg, Edwards, Gilder and Holmes to the Community Youth Partnership for the municipal year.
- ◆ To note the appointment of the following voluntary sector representatives to the Community Youth Partnership for the municipal year:
 - 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)

13.10 **3G Pitch Steering Group Sub Committee:**

RESOLVED:

- ◆ To note the appointment of Councillors Bragg, Firmager, Lewis and Taylor to the 3G Pitch Steering Group for the municipal year.

13.11 **WPLC Development task & finish working group:**

RESOLVED:

- ◆ To note the appointment of Councillors Horskins, Kennedy and Smith to the Woodford Park Leisure Centre Development task & finish working group for the municipal year, with one Labour group place remaining vacant at the current time.

13.12 **Youth Support Service task & finish working group:**

RESOLVED:

- ◆ To note the appointment of Councillors Edwards, Firmager, Gilder and Kennedy to the Youth Support Service task & finish working group for the municipal year.

13.13 **Planning and Community Committee**

Cycling & Walking task & finish working group:

RESOLVED:

- ◆ To approve the terms of reference of the Cycling & Walking task & finish working group for the municipal year, including that there be 5 places on the working group, 2 for Councillors and 3 for outside organisation representatives.

Voting: For: 8 Against: 0 Abstentions: 0 No Vote Registered: 2

- ◆ To note the appointment of Councillors Jewell and Taylor to the working group for the municipal year.
- ◆ To note the appointment of the following outside organisation representatives to the working group for the municipal year:
 - Steve Vale (Loddon Valley Ramblers)
 - Karen Robertson (Cycling UK Reading)
 - Alex Cran (Reading Cycling Campaign)

13.14 **Full Council**

Annual Town Meeting Sub Committee:

A query was raised as to why this committee was determined to be a sub committee, whilst the Cycling & Walking committee was determined to be a task and finish working group, with a defined end date for its activities set. The Town Clerk advised that the Annual Town Meeting committee had been setup as a sub committee as the delegated tasks were deemed to be required every year. It was commented that task and finish working groups tend to focus on defined actions. Members noted that task and finish working groups should not be obstructed by any end date, and can recommend an extension to the respective parent committee, or even convert into a sub committee if appropriate.

RESOLVED:

- ◆ To approve the terms of reference of the Annual Town Meeting Sub Committee for the municipal year, including that there be 4 places on the committee.

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

- ◆ To note the appointment of Councillors Anderson, Edwards, Horskins and Kennedy to the working group for the municipal year.

13.15 **Bulmershe Site of Urban Landscape Value (SULV) Joint Sub Committee**

Following a query as to when this joint sub committee last met and was likely to meet again, Members noted that this was an ad hoc committee, managed jointly between Woodley and Earley Town Councils, which meets as needed to consider matters such as planning applications which may affect the SULV, in order to formulate and joint response and approach.

RESOLVED:

- ◆ To note the terms of reference of the Bulmershe SULV Joint Sub Committee.
- ◆ To note the appointment of Councillors Errawalla and Gilder to the committee for the municipal year, with one Labour group place remaining vacant at the current time.

No substitute appointment was determined for this sub committee as only two appointments were made.

14. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

To expedite proceedings, the Deputy Mayor proposed that nominations would initially be sought for each outside body. Where there were more nominations than places, an individual vote would take place on that specific appointment. Otherwise, at the end of all nominations being made, an overall vote would be taken on all uncontested appointments. No concerns were raised with regards to this proposal.

Following the nominations, Councillor??, seconded by Councillor ??, and following a vote it was

14.1 **ReadiBus – 1 place**

Two nominations were made to be the Town Council's representative to Readibus; Councillor Baker proposed Councillor Guttridge, whilst Councillor Jewell proposed Mr Alex Heap. Following a vote it was:

RESOLVED:

- ◆ To appoint Councillor Guttridge as the Town Council representative to Readibus

Voting for: Councillor Guttridge: 14
Mr Alex Heap: 6
Abstentions: 0
No Vote: 2

- 14.2 Following a vote after the nomination of all other for outside body representatives, which were uncontested, it was

RESOLVED:

- ◆ To appoint the following Town Council representatives to outside bodies:

Voting: For: 19 Against: 0 Abstentions: 1 No Vote Registered: 2

14.3 **ARC – 2 places**

Councillor Gilder and Mrs S. Flower

14.4 **Citizens Advice Wokingham – 1 place**

Councillor Lewis

14.5 **Friends of Woodford Park Committee – 1 place**

Councillor Horskins

14.6 **Highwood Management Conference – 2 places**

Councillors Gilder and Holmes

14.7 **Keep Mobile – 1 place**

Councillor Guttridge

14.8 **Poor's Land Charity – 2 places to serve until 2028**

Mrs S. Flower; 1 vacant place not appointed to

14.9 **Robert Palmer Almshouse Charity – 1 place to serve until 2028**

Councillor Bragg

14.10 **Sonning & District Welfare & Education Trust – 1 place**

Councillor Smith

14.11 **Wokingham Borough/Parish Working Group – 1 place**

Councillor Kennedy

14.12 **Woodley Bowling Club Management Committee – 1 place**

Councillor Gilder

14.13 **Woodley Volunteer Centre – 1 place**

Councillor Kennedy

- 14.14 Continuing representation on the following outside bodies was noted:

Poor's Land Charity – 2 places

Councillors Gilder and Holmes serving until 2026

15. **CHEQUE SIGNATORIES**

It was proposed by Councillor Baker, seconded by Councillor Gilder and

RESOLVED:

- ◆ To appoint Councillors Baker, Bragg, Kennedy and Swaddle as signatories to sign cheques and transfers on behalf of the Council for the municipal year.

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

16. **MINUTES OF THE COUNCIL MEETING HELD ON 6 FEBRUARY 2024**

The Deputy Town Mayor presented the minutes of the Council meeting held on 6 February 2024.

16.1 **Minutes 78.4 – Strategy & Resources Committee minutes: 23 January 2024**

In respect of discussions surrounding improving play equipment at Wheble Park, a query was raised regarding the comments made at the Strategy & Resources Committee meeting about spending money on land not owned by the Town Council. Councillor Baker responded to state that Town Council income is not infinite, with expenditure prioritised and generally limited to facilities owned by the Town Council. He noted Wheble Park is leased by the Town Council from Reading Borough Council, who have significantly more funds. He also highlighted that Reading Borough Council also own a large number of properties in the vicinity of Wheble Park, with tenants paying rent directly to them. Councillor Baker said, should the Town Council determine to spend money improving play equipment, this would require the reduction of expenditure on other, Town Council owned facilities.

Councillor Charles Bey stated that, having spoken to residents, there was an expectation that equipment is maintained and improved. He also suggested local volunteers might be sought to maintain the park. Councillor Baker stated this was a good idea and encouraged Councillor Charles Bey, as one of the relevant ward Councillors, to develop this idea, highlighting that permission might need to be sought from Reading Borough Council.

A comment was made that the Council currently spends money on Reading Road allotments which are also leased, with the service subsidised by the Town Council. Following a request that Leisure Services re-consider the matter, Members noted that the Town Clerk had already been tasked by the Strategy & Resources Committee to contact the Leader of Reading Borough Council to discuss taking on ownership of Wheble Park, after previous requests to Officers at Reading Borough Council had been turned down. The Town Clerk advised that this is captured on the actions and follow ups document for the Strategy & Resources Committee, with an update provided in due course. Members noted the previous Leader of Reading Borough Council has recently stood down, and the Town Clerk would be chasing the Deputy Leader for a response.

16.2 **Appendix D – Reports from Town Council Representatives to Outside Bodies**

Members noted that the reason Councillor Edwards had not submitted a report in relation to the Wokingham Borough Council Climate Emergency Working Group was that she had not been invited to a meeting and, subsequently, the Town Council had been advised that Wokingham Borough Council have disbanded this working group.

Following a query raised about the placement of Electrical Vehicle (EV) charging points on Wheble Drive, highlighted in Councillor Kennedy's report regarding the Wokingham Borough/Parish Liaison Forum, it was agreed the placement of EV charging points should be raised as an item on the next Planning & Community Committee agenda.

- 16.3 Following a comment raised suggesting an internal audit report had highlighted that the Town Council was not spending as much of its reserves as it should on projects, the Town Clerk clarified that the Internal Auditor had actually commented that the Council had not been allocating enough funds to specific assets, with money instead remaining in the general reserve. Members noted that, following this report, the Council had increased its allocation to specific earmarked reserves relating to its facilities.

16.4 **RESOLVED**

- ◆ To approve the minutes of the Council meeting held on 6 February 2024 and that they be signed by the Deputy Town Mayor as a correct record.

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

17. **ACTIONS / FOLLOW UPS**

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

18. **COMMITTEE REPORTS**

18.1 **Minutes of the Planning and Community Committee: 27 February 2024**

Councillor Soane presented the minutes of the Planning and Community Committee meeting held on 27 February 2024.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 27 February 2024.

18.2 **Minutes of the Planning and Community Committee: 26 March 2024**

Councillor Soane presented the minutes of the Planning and Community Committee meeting held on 26 March 2024.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 26 March 2024.

18.3 **Minutes of the Leisure Services Committee: 2 April 2024**

Councillor Firmager presented the minutes of the Leisure Services Committee meeting held on 2 April 2024.

A comment was made that people viewing the online recording of this meeting would be unlikely to hear Members as Councillors were not individually miked. The Town Clerk confirmed the soundbar on the wall of the room was a mic suitable to capture the room, but also that, as highlighted in other meetings, options were being review to improve the sound quality, including installing sound proofing in the room.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 2 April 2024.

- 18.4 **Minutes of the Strategy and Resources Committee: 16 April 2024**
Councillor Swaddle presented the minutes of the Strategy and Resources Committee meeting held on 16 April 2024.

RESOLVED:

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

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

- ◆ To receive the minutes of the Strategy & Resources Committee meeting held on 16 April 2024.

- 28.5 **Minutes of the Planning and Community Committee: 3 April 2024**
Councillor Soane presented the minutes of the Planning and Community Committee meeting held on 23 April 2024.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 23 April 2024.

29. **ANNUAL TOWN MEETING SUB COMMITTEE**

Councillor Horskins presented the Report No. FC 3/24 of the Annual Town Meeting sub committee meeting, which took place on 5 March 2024. It was noted the report incorrectly stated the start time as 8pm, when it was in fact held at 6pm.

RESOLVED:

- ◆ To note Report No. FC 3/24 of the Annual Town Meeting sub committee meeting which took place on 5 March 2024.

30. **LEADER'S STATEMENT**

Councillor Baker, as Leader of the Council, read out a statement, included at **Appendix A**.

31. It was proposed by the Deputy Mayor, seconded by Councillor Baker, and

RESOLVED:

- ◆ That as the business would not be completed by 10pm, the meeting continue until 10:30pm in order to complete the business set out in the agenda.

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

32. **OUTSIDE BODIES**

The Deputy Mayor advised Members that he had not provided a report for the Robert Palmer's Almshouse Charity as he had been away when the previous meeting was held and minutes had yet to be circulated.

It was commented that half of the outside body reports requested had not been provided, and that Members should make efforts to send reports, even if this is to note that no meetings had been held for that respective outside body.

RESOLVED:

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

33. **TOWN MAYOR'S ENGAGEMENTS**

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

34. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

35. **PUBLICITY AND WEBSITE**

There were no suggestions for publicity or website items.

Meeting closed at 10:02 pm

DRAFT

LEADERS STATEMENT

Cllr Keith Baker
7th May 2024

First of all I want to pay a massive tribute to the outgoing Mayor, Cllr Janet Sartorel. After three continuous years serving the people of Woodley she is finally “passing the baton on” to a new Mayor. I think this is probably the first time we have had the same person as Mayor for 3 continuous years. She has been an amazing advocate for Woodley and all its residents and business and most certainly be a hard act to follow. But I think we have found just the right person in Cllr Juliet Anderson to continue such a high standard. I want to give my most heartfelt thanks to Janet from both a personal basis and on behalf of all woodley residents.

I also would like to welcome Cllr David Bragg who has been voted into the role of Deputy Mayor. I have known David for many years and I know he will be doing a great job standing in for Juliet. I bet he did not realise he would be doing that so soon though!

Moving on to elections. As we all know there were Borough elections last week when several of you stood for their respective parties. Can I congratulate those who were successful and commiserate those who were not. Can I gently remind you that you were elected as a Woodley Town Councillor first so I hope you do not forget where you started – here. Residents and this Town Council will still need your full attention as we navigate the next few years.

Many of you have been on the Borough before so you know the massive time pressure on your time being a councillor there puts on you. Juggling both the Town and Borough Councils will be difficult and frustrating at times and I know you will feel the strain. But it can be done.

My final advice is a simple one. There will be times when the direction of your party is different to that of the residents here in Woodley. As an experienced politician of many years, I recognise it is difficult to deviate from your parties line but Woodley residents hope that you react to their views first before the party line which could be different. I did it several times much to the annoyance of the leaders of my group so you can do it if you have the conviction to represent Woodley first.

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 Mrs S. Flower	Yes Yes	5 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

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	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:	
<p>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</p>	
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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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.	Survey of allotments tenants being undertaken to understand the number tenants having bonfires and how waste is removed from plots, to better assess the impacts of this.	20/06/24

Meeting Date: 7 May 2024			
Minute	Action	Progress Update	Last Updated
16.2	Add item to next P&C agenda for committee to consider EV charging points	COMPLETE Item included on the 21 May 2024 P&C agenda	20/06/24

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

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 21 May 2024 at 7:45 pm

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

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

Also present: *3 members of the public*

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

The Town Clerk asked for nominations for the position of Chairman of the Planning & Community Committee for the 2024/25 municipal year.

It was proposed by Councillor Horskins, seconded by Councillor Baker, and

RESOLVED:

- ◆ That Councillor Soane be appointed to the position of Chairman of the Planning & Community Committee for the 2024/25 municipal year.

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

It was proposed by Councillor Horskins, seconded by Councillor Sartorel, and

RESOLVED:

- ◆ That Councillor Bragg be appointed to the position of Vice Chairman of the Planning & Community Committee for the 2024/25 municipal year.

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

2. **APOLOGIES**

Apologies for absence were received from Councillors Jewell and Lewis.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 23 April 2024**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 23 April 2024 be approved and be signed by the Chairman as a true and accurate record.

5. **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

Councillor Soane confirmed he chased Borough Councillor Shahid Younis regarding the parking issues at Rivermead Primary School and will update the Committee when he has had a response.

27 February 2024 – Minute 188

Councillor Taylor updated Members that the matter of school parking was not discussed with Wokingham Borough Council's MyJourney team at the last meeting of the Cycling & Walking task & finish working group, but MyJourney had provided details of a number of initiatives being run by the Borough to encourage cycling and walking to schools, including the Beat the Street game.

25 July 2023 – Minute 44

Following a query, it was noted that the aim is to request car park usage data from Wokingham Borough Council in July 2024.

17 October 2023 – Minute 94.2

Councillor Bragg advised Members that he and Councillor Taylor were due to test out the Speedwatch camera on Wednesday 22 May, after which they are hoping to go live.

6. CURRENT PLANNING APPLICATIONS

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

A request was made to seek further clarification on whether there is a requirement for there to be a 1 metre gap to the boundary of a site when undertaken certain development.

RESOLVED:

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

7. PLANNING DECISIONS

Members discussed the process of 'listing' planning applications, highlighting that a small number of applications which the Committee have recently requested to be listed by the relevant Borough Ward Councillor have missed the relevant deadline.

It was noted it was the responsibility of Borough Councillors to list applications; Town Council Planning & Community Committee meetings often fall outside the deadline for comments, but there is an agreement with Wokingham Borough Council to accept late submissions from parish and town councils.

It was noted that Wokingham Borough Council only write to properties sharing a boundary with a development site to notify them of a planning application, and that the placement of a site notice is no longer a legal requirement. Members were advised that the Town Council also writes to addresses to notify them of applications, and select addresses from a slightly wider area than the Borough to ensure neighbouring residents are aware.

Members requested that the next edition of the Herald should include some guidance on planning applications, and the need of residents to engage with Borough Councillors should they have concerns about a particular planning application.

RESOLVED:

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

8. TREE PRESERVATION ORDERS

RESOLVED:

- ◆ To note the following applications for tree works:

Application: 241067
Location: TPO 1715/2020, T3: The Chestnuts, Wheble Drive, Woodley, Wokingham.
Proposal: The tree (Chestnut Castanea spp.) The tree is being reduced to clear about the building. The overall finished height of the Chestnut will be 9/10m overall finished width/whole crown reduction will be 8/9m. Location is on the boundary with Beechwood ave.

Application: 241107
Location: TPO 200/1981: Opposite, 285 Loddon Bridge Road, Woodley, Wokingham.
Proposal: T8 - Red Oak / T10 - Lime: TPO cutting back branches to allow an overhead cable to pass through T8 and T10

Application: 241137
Location: TPO 952/1999, Group 1: 61A Rivermead Road, Woodley, Wokingham, RG5 4DH.
Proposal: T1 - Tree of Heaven: Selectively reduce limbs touching / adjacent to roof of 61A Rivermead to give 2-2m clearance to roof to avoid damage to roof; reduce South-East side of crown by approximately 2m in branch length to lessen overhang into 61A, blending into rest of the crown.

- ◆ To note that Wokingham Borough Council has confirmed the following Tree Preservation Order:

TPO 1971/2024 – Tree on land to the rear of 142 Loddon Bridge Road, Woodley, Wokingham, Berks, RG5 4AB

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

Councillor Taylor highlighted the reference to improved cycling and walking facilities as included in the Council's Climate Emergency plan. She asked Members to support the recommendation of the working group to extend their deadline until May 2025.

RESOLVED:

- ◆ To note Report No. PC 3/24 of the meeting of the Cycling & Walking task and finish working group which took place on 7 May 2024.
- ◆ To extend the end date of the working group, as stated in the terms of reference, until the end of May 2025.

10. **ANTI SOCIAL BEHAVIOUR REPORT**

Members discussed the ASB report provided by Wokingham Borough Council. It was recommended that the report be publicised, with information potentially included in the next edition of the Herald.

RESOLVED:

- ◆ To note the report, provided by Wokingham Borough Council's Anti-Social Behaviour (ASB) team, regarding statutory ASB incidents in Woodley during the last quarter, as provided in the agenda.

11. **TRANSPORTATION & HIGHWAYS**

11.1 **EV Charging Points**

Members noted that, at the Wokingham Borough/Parish Liaison Forum in December, Councillor Kennedy had raised concerns regarding the location of Electric Vehicle (EV) charge points on Wheble Drive. Wokingham Officers had advised, as contained in the minutes of the meeting, that various criteria and rationale were used for the location of charge points, and that they would send a briefing note to all members with this information. It was noted this briefing note had not been issued, and Members asked that the Council write to Wokingham Borough Council to seek this information. The Town Clerk advised that he had picked up on this matter and written to Wokingham Borough Council, but he had not received a response.

Members noted with concern that Wokingham Borough Council Officers do not consult with ward councillors on proposals such as these.

RESOLVED:

- ◆ To write to Wokingham Borough Council to seek further information on the criteria and rationale behind the selection of locations suitable for the installation of EV charge points.

11.2 **Community Speedwatch**

It was noted Councillor Bragg had provided an updated earlier in the meeting.

11.3 **Highways Issues**

Issues were highlighted with the work undertaken to relocate the disabled parking bays in Headley Road Car Park, following the introduction of EV charge points. It was noted the new disabled parking bays did not appear to provide enough space for wheelchair users to exit either side of a vehicle, there was a ramp to access the pavement which was at a sufficient angle to make it difficult for wheelchair users, and a tree was adjacent to this making it difficult for wheelchair users to traverse. This information was corroborated by Councillor Guttridge, a wheelchair user herself.

Members asked that Councillor Guttridge provide full details of her difficulties to the Deputy Town Clerk, following which they requested the Council write to Wokingham Borough Council to highlight the issue and ask them to put it right, copying in Borough Councillors for Woodley.

12. **COMMUNITY ISSUES**

Councillor Taylor advised Members of an issue with Wokingham Borough Council's online mapping system, which appeared not to have been updated to reflect the new Borough ward boundaries. She advised that she was in discussion with Wokingham Borough Council to resolve this.

13. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Promise Inclusion newsletter –April 2024

14. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

15. **PUBLICITY/WEBSITE**

There were no publicity and website matters raised by Members.

16. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:53 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 21 May 2024

Application No. & Address	Proposal
240833 105 Colemans Moor Road, Woodley, RG5 4DA	Full application for the proposed erection of 3 no. three bedroom terraced dwellings with associated access, car parking and landscaping following demolition of the existing dwelling and outbuilding.
Observations: The Planning & Community Committee have reviewed this application and, whilst they had no objections, they did note concerns raised by residents about the damage to neighbouring properties caused by previous ground works. The Committee requested that WBC ensure care is taken by the developers to not impact neighbouring properties during the works.	
241071 74 Malone Road, Woodley, RG5 3NJ	Householder application for the proposed erection of a single storey front extension to create porch, two storey side, single storey rear extension along with changes to fenestration following demolition of the existing detached garage plus removal of the chimney.
Observations: No objections.	
241108 14 Malone Road, Woodley, RG5 3NJ	Householder application for proposed single storey front extension to create a porch , two storey side extension , first floor rear extension with changes to the fenestration following the demolition of the existing shed
Observations: No objections.	
241142 30 Campbell Road, Woodley, RG5 3NA	Householder application for proposed single storey front and rear extension, garage conversion to create habitable accommodation and changes to fenestration.
Observations: No objections.	
241176 57 Malone Road, Woodley, RG5 3NL	Householder application for proposed garage conversion to create habitable accommodation, along with changes to fenestration.
Observations: No objections.	
241184 124 Nightingale Road, Woodley, RG5 3LZ	Application to vary condition 2 of planning consent 230531 for the proposed erection of a single storey rear extension and first floor side extension. Condition 2 refers to the approved details and the variation is to change the flat roof of the rear extension into a pitched roof. (Retrospective)
Observations: The Planning & Community Committee have reviewed this application and, whilst they had no objections, noted there could be an issue with regards to the 45 degree rule, and ask that Planning Officers ensure this is checked.	

241185 17 Selcourt Close, Woodley, RG5 3AS	Householder application for proposed erection of a single storey side/rear extension.
Observations: No objections.	
241191 22 Haddon Drive, Woodley, RG5 4LU	Householder application for proposed erection of a single storey rear extension to include 1no roof window.
Observations: No objections.	
241198 38 Wilmington Close, Woodley, RG5 4LR	Householder application of proposed demolition of existing conservatory, followed by the erection of a part single part 2 storey side and rear extension, along with garage conversion to create habitable spaces.
Observations: No objections.	
241215 18 Messenger Road, Woodley, RG5 4TR	Householder application for proposed single storey front extension, garage conversion to create habitable space and 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 4 June 2024 at 8:00 pm**

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

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

Also present: *Councillor D. Bragg;
1 member of the public*

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

The Town Clerk asked for nominations for the position of Chairman of the Leisure Services Committee for the 2024/25 municipal year.

It was proposed by Councillor Horskins, seconded by Councillor Firmager, and

RESOLVED:

- ◆ That Councillor Smith be appointed to the position of Chairman of the Leisure Services Committee for the 2024/25 municipal year.

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

It was proposed by Councillor Horskins, seconded by Councillor Lewis, and

RESOLVED:

- ◆ That Councillor Firmager be appointed to the position of Vice Chairman of the Leisure Services Committee for the 2024/25 municipal year.

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

2. **APOLOGIES FOR ABSENCE**

There were no apologies for absence received from Members.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

4. **MINUTES OF THE MEETING HELD ON 2 APRIL 2024**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 2 April 2024 be approved and signed by the Chairman as a correct record.

5. **ACTIONS / FOLLOW UPS**

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

7 November 2023 – Minute 34

In relation to the transfer of ownership of Wheble Park, the Town Clerk updated Members to advise he had received a reply from the Deputy Leader of Reading Borough Council who had indicated she would seek to progress a response on the matter.

16 January 2024 – Minute 56

A query was raised as to why it was listed that the introduction of a directory of Community & Charity Groups would take until the end of 2024, the Deputy Town Clerk advised this was due to the fact other projects were taking precedence but it was hoped this would be achieved sooner. Members noted Wokingham Borough Council have a similar directory for the wider Borough, which would include organisations working in Woodley, which could be harnessed. It was also suggested the Council might seek to bring charity and voluntary groups together to better assist joint working by holding a meeting, hosted by the Mayor, to which they could be invited.

6. BUDGETARY CONTROL

Members reviewed the Budgetary Control report.

A query was raised as to why the expenditure figure relating to Amenities for the same period in 2023 was £-344. The Town Clerk advised he would look into this and advise Members.

RESOLVED:

- ◆ To note Report No. LS 19/24.

7. WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES

The Leisure Services Manager presented Report No. LS 20/24.

Members noted the dip in membership experienced in the past couple of months usual at this time of year, but the Leisure Services Manager advised the dip was less than expected, which was positive.

Members noted that the Leisure Centre's facebook page had seen a strong increase in followers and interactions, and that this was now the primary marketing tool for the centre.

The Leisure Services Manager advised that the team at the centre had made significant efforts to get responses to the Development Survey being conducted, and that, to date, around 925 responses had been received. Members congratulated the team on these numbers.

RESOLVED:

- ◆ To note Report No. LS 20/24.

8. PARKS AND BUILDINGS

The Town Clerk presented Report No. LS 21/24.

Members noted the Amenities Team had successfully utilised the Council's polytunnel to grow on plug plants used for planting in the parks this year at a fraction of the cost of buying more mature plants. It was also highlighted this provided members of the team with good development opportunities.

The Town Clerk advised that the Allotments Waste survey had been delayed by a week, but was due to be released shortly. This would be publicised at the allotments site using posters and QR codes.

Councillor Jewell raised an issue with one of her neighbouring plots, and the Town Clerk asked for her to provide him with more details and he would investigate.

RESOLVED:

- ◆ To note Report No. LS 21/24.

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

Councillor Gilder, as Chairman of the working group, advised that Berkshire Youth had developed a very good survey, to be distributed amongst children and young people in local schools shortly. It was noted that results were split by postcode area, and that it had been agreed to share results between Woodley and Earley Town Councils depending on where children live to save on duplication. The Town Clerk also noted this saved a number of hours of work for Berkshire Youth which could then be put towards the subsequent outreach activities. It was expected the results of the project would be provided by September.

Members considered the recommendation of the working group regarding considering whether to set up a Woodley Youth Council. Following discussion, it was suggested this await the outcome of Berkshire Youth's youth consultation project before proceeding, noting it would be helpful to receive feedback from young people as to whether they would be interested in a Youth Council. It was commented that the success of any Youth Council would be reliant on good preparation and training.

RESOLVED:

- ◆ To note Report No. LS 22/24 of the Youth Support Service task & finish working group meeting held on 30 April 2024.
- ◆ To await the outcome of Berkshire Youth's youth engagement project before further considering setting up a Youth Council.

10. **YOUTH GRANT APPLICATION**

Members discussed the youth grant application, submitted from ABC to Read, for £1,000 to recruit and train three volunteers to support primary age children to read in the Woodley area. It was noted the organisation's website indicated each volunteer works with up to three children, providing two, half hour sessions each week.

RESOLVED:

- ◆ To recommend to the Strategy & Resources Committee that they award a Youth Grant of £1,000 to ABC to Read

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

11. **FRIENDS OF WOODFORD PARK UPDATE**

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

Councillor Horskins, the Town Council appointed representative to the FoWP, highlighted that the new reinforced path across the Memorial Ground had appeared to have bedded in well.

12. **FUTURE AGENDA ITEMS**

It was recommended that the Committee consider both the matter of introducing a directory of charity and community groups, and setting up a Youth Council, at the next meeting due to be held in September.

13. **PUBLICITY AND WEBSITE**

There were no publicity or website items raised by Members.

The meeting closed at 9:06 pm

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 11 June 2024 at 8:00 pm

Present: *Councillors A. Swaddle (Vice-Chairman); G. Bello; A Chadwick; R. Horskins; M. Kennedy;*

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

Also present: *Cllr B. Rowland (Virtual Attendance)
0 members of the public*

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

The Town Clerk asked for nominations for the position of Chairman of the Strategy & Resources Committee for the 2024/25 municipal year.

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

RESOLVED:

- ◆ That Councillor Baker be appointed to the position of Chairman of the Strategy & Resources Committee for the 2024/25 municipal year.

Voting: For: 5 Against: 0 Abstentions: 0 No Vote: 0

In the absence of Councillor Baker, the Town Clerk asked for nominations for the position of Vice Chairman of the Strategy & Resources Committee for the 2024/25 municipal year.

It was proposed by Councillor Horskins, seconded by Councillor Chadwick, and

RESOLVED:

- ◆ That Councillor Swaddle be appointed to the position of Vice Chairman of the Strategy & Resource Committee for the 2024/25 municipal year.

Voting: For: 5 Against: 0 Abstentions: 0 No Vote: 0

2. **APOLOGIES**

Apologies for absence were received from Councillors Anderson, Baker, Gilder, Nagra and Rowland. Councillor Rowland indicated she would attend the meeting virtually.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

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

In relation to the Fixed Asset Policy, approved at the Strategy & Resources Committee meeting held on 23 January 2024, it was noted that a 'Policy and Resources Committee' had been referred to, and that this should state the Strategy & Resources Committee. The Town Clerk confirmed this would be corrected.

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 16 April 2024 be approved and signed by the Chairman as a correct record.

5. **ACTIONS / FOLLOW UPS**

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

21 November 2023 – Minute 42

In relation to inviting members of Wokingham Borough Youth Council to appropriate Council meetings, Councillor Baker had advised that, as he was no longer a Borough Councillor, he was no longer able to progress this action. Members asked the Town Clerk to follow this up.

12 September 2023 – Minute 26

It was noted that this action would remain on the action and follow ups list until reimbursement of VAT in relation to sports provision had been completed.

21 November 2023 – Minute 48

With regards to the installation of a water refill point in the town centre, the Town Clerk confirmed that plans of utilities had now been received from the Wokingham Borough Council Highways team. The next step is to select a suitable location. The Town Clerk also highlighted that discussions had taken place with Councillor Soane, as the Rotary Club had provisionally agreed to fund this, but that the price of the unit was higher than expected. Discussions would be ongoing.

23 January 2024 – Minute 76

The Town Clerk confirmed he had been following up the matter of transferring ownership of Wheble Park with the, now, Leader of Reading Borough Council, but has yet to receive a final response. Members asked that the Town Clerk attempt to progress this matter by contacting the Chief Executive of Reading Borough Council.

23 January 2024 – Minute 73

In relation to the potential installation of a borehole at the allotments, the Town Clerk updated Members that information had now been gathered regarding this, including receiving information from the designing of a similar project. The next step is for the Amenities Team to investigate this in more detail, but the Amenities Team are managing staff resource issues currently and so this may be delayed.

21 November 2023 – Minute 57

The Town Clerk updated members that the installation of acoustic panelling in Carnival Hall was currently pending, and would take place when the Amenities Team had available resource.

16 April 2024 – Minute 94

With regards to a proposal to mark the Town Council's 50th anniversary, the Town Clerk updated Members that a project to install a history timeline of Woodley along the corridor in the Oakwood Centre was being pulled together. The Amenities Manager and Communications Manager had visited Shinfield Parish Council, who have a similar display, and would be pulling a proposal together to be brought back to the committee for consideration.

16 April 2024 – Minute 89b

In relation to the painting of white lines to highlight the speedhump at Chapel Hall, the Town Clerk advised this was awaiting available Amenities Team resource to complete, but line painting work was continuing at the present time, as weather permits.

6. **FINANCE**

a) Budgetary Control

The Town Clerk presented Report No. SR 18/24.

It was noted that expenditure relating to central costs was over the expected point due to a project to upgrade the Council's IT infrastructure. The Town Clerk also advised that Corporate Management, and repairs and maintenance expenditure was also higher as certain payments, such as insurance premiums, were payable at the beginning of the year.

The Town Clerk advised Members that there had been an error in the expenditure figures presented in the agenda; the £17,328 figure presented against Capital Projects should be £6,677. The reason for this error was that a public loans payment, due to be made at the end of March in relation to the 2023/24 accounting year, actually came out in April. Subsequently, the Finance Manager confirmed, the figure actually needed to be accounted for in the 2023/24, where it had been incorrectly reported in this agenda. Members noted this amendment reduced the current expenditure percentage down from 11.60% to 10.84%.

Members noted that income relating to the Oakwood Centre was slightly lower than expected, with this attributed in the main to invoicing times for bookings at the start of the year. It was also highlighted that income in relation to the CCLA investments was stronger than expected.

It was highlighted that the Council now provides grants under the General Power of Competence, and not Section 137 of the Local Government Act. As such, the budgetary control report should remove reference to 'Section 137' in the expenditure headings.

Following a query regarding income due to be received in relation to installing CCTV in the town centre, the Town Clerk confirmed that £15k funding from the Police Crime Commissioners officer had been received in March. Match funding from Wokingham Borough Council was yet to be received.

RESOLVED:

- ◆ To note Report No. SR 18/24.

b) Payments

Following a query relating to a higher-than-normal payment to Poztive Energy Ltd for electricity supply to Woodford Park Leisure Centre, the Finance Manager advised that the company had previously utilised estimated usage figures, despite receiving readings from the Council, but had now updated the charge based on actual readings.

With regards to the payment of £1,800 to Blandy & Blandy LLP, the Town Clerk confirmed this was in relation to a payment on account relating to an ongoing encroachment issue at the allotments.

RESOLVED:

- ◆ To note the following payments, listed in **Appendix A** (April 2024):

	Current account	Imprest account
April 2024	£246,243.34	£69,804.31

c) CCLA 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.

7. OAKWOOD CENTRE INCOME UPDATE

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

RESOLVED:

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

8. WOODLEY TOWN CENTRE PARTNERSHIP

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Partnership meeting which took place on 17 April 2024.

9. CAPITAL PROJECTS SCHEDULE

The Town Clerk advised Members that the only update on the capital projects schedule from the last meeting was the completion of the reinforced grass path across the memorial ground. Members commented that the path looked great. It was again noted that, due to low staff resource currently within the Amenities Team, progress on other projects was likely to be delayed.

10. CLIMATE EMERGENCY ACTION PLAN

Members noted the updates to the outstanding actions in the Council's Climate Emergency Action Plan.

In relation to the action to increase tree planting, the Town Clerk advised that the Council would be looking to develop a biodiversity plan to cover this, and other Council activities, which help to promote biodiversity and wildlife in the area.

Members noted that the word 'internal' had been removed from the action to provide internal and external water refill points as the purpose of the action was to introduce mains refilling points, and it was deemed impractical to re-route mains water to other points in the council buildings for this purpose. It was noted free standing water fountains were available in the Oakwood Centre.

Following a query around action C3, and monitoring the capacity of the rainwater harvesting tank at the Oakwood Centre, the Town Clerk confirmed there is an overflow where heavy rain occurs, and the rainwater captured is expected to be enough to continue to be used throughout the year. The Town Clerk also explained there are plans to introduce another harvesting unit by Coronation Hall to provide a water source closer to the beds to the southern end of the memorial ground.

The Town Clerk provided an updated on the potential to move to using grey water for flushing toilets at the Oakwood Centre, stating this had been considered but not proceeded with as it was determined not to be viable.

RESOLVED:

- ◆ To note the updates to the outstanding actions included in the Council's Climate Emergency Action Plan, as set out in the agenda.

11. **YOUTH GRANT APPLICATION**

Members considered the recommendation from the Leisure Services Committee regarding the request for youth grant funding from ABC to Read, in line with the youth grant criteria.

It was noted that approximately nine children would potentially receive reading support should the youth grant be approved, assuming ABC to Read are able to recruit the three additional volunteers they intended to with the money. It was commented that reading support is already provided in schools by volunteers, and it was questioned whether Woodley schools actually require the assistance of volunteers provided by ABC to Read. It was noted that the application indicated that, of the children already supported by the organisations, 3% were Woodley residents.

A comment was raised that, with the relatively small number of residents this might impact, if the grant is approved then a quarterly report should be requested from ABC to Read which updates the Council on the recruitment of Woodley volunteers, the number of children now supported, and, if their aims have not been achieved, what the organisation is doing to meet those aims. It was also suggested this approach should be taken with all organisations receiving any Town Council grant in excess of £1,000.

A suggestion was made that the matter should be referred back to the Leisure Services Committee, with that Committee then seeking information from local schools as to whether they would engage with this organisations and accept volunteers into the schools, should they be recruited. However, it was noted that the Leisure Services Committee had already considered the application and recommended its approval. The Deputy Town Clerk advised that he could, if resolved, contact ABC to Read to seek information on any Woodley schools within which they already provide support, and also then contact all Woodley schools to see if they would be open to receiving such support.

A proposal was then made by the Chairman to move to a vote to approve the youth grant, as recommended by the Leisure Services Committee, with the additional requirement that ABC to Read must provide quarterly reports on their progress towards recruiting three additional Woodley volunteers, and the number of Woodley children being supported.

RESOLVED:

- ◆ That, under the General Power of Competence (Localism Act 2011), a grant of £1,000 should be paid to ABC to Read, to pay towards recruiting three new volunteers to assist nine children in Woodley to read, with the requirement that ABC to Read provide quarterly reports on their progress towards recruiting three additional Woodley volunteers, and the number of Woodley children being supported.

Voting: For: 4 Against: 1 Abstentions: 0 No Vote: 0

12. **FUTURE AGENDA ITEMS**

A request was made for an update on the sale of land, formerly home to Woodley Tennis Club on Silver Fox Crescent, at the next meeting.

A request was made to include the matter of painting street furniture, such as benches and lamp columns, on a future agenda. The Town Clerk advised that the Town Centre Manager had already met and discussed this with the relevant Wokingham Borough Council Officer, and plans were being made to re-paint the columns, seating and bollards in the town centre.

Following a query, the Town Clerk confirmed the Council had been approached by a voluntary organisation seeking to setup a number of 'talking benches' in Woodley. He advised these were benches with a plaque on which indicated that anyone who sat on them was open to chatting to others who sit on the bench. Members noted there was currently no request for funding from the Town Council to support this, merely help in identifying a number of council owned benches which might be appropriate, and assistance with the siting of plaques.

13. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

14. **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 items.

Voting: For: 5 Against: 0 Abstentions: 0 No Vote Recorded: 0

15. **CATERING PARTNER**

The Town Clerk set out Report No. SR 19/24, which Members proceeded to discuss fully.

A query was raised in relation to the reference to 'net turnover' in the report. The Finance Manager agreed to look into this and confirm the intention of the wording.

It was noted that the working group would benefit from the appointment of any Councillors who might have prior experience in the catering / hospitality industry. As it was unknown who, if any Councillors, this might include, Members suggested sending a request to all Members to ask if any were interested in being appointed to the working group. It was noted that, under standing orders, appointments must be made at a meeting of the parent committee, i.e. this committee, and that the next meeting was not due to take place until September. It was also highlighted that this matter was urgent and therefore needed Members appointed as soon as possible.

Councillor Greg Bello indicated he wished to be appointed as the Labour member on the working group. Councillor Horskins advised he would be happy to be considered as one of the Conservative appointments, in the absence of any other Conservative appointments which were considered more suitable, whilst advising he would need to attend meetings virtually.

Following a proposal, it was:

RESOLVED:

- ◆ To note Report No. SR 19/24.
- ◆ To appoint a Catering task & finish working group, in line with the terms of reference set out at **Appendix B**.
- ◆ To suspend Standing Orders 2.2 c) and 9.5 a), in relation to the requirement for appointments to be noted at a meeting of the parent committee.
- ◆ To note the appointment of Councillor Bello to the Catering task & finish working group.

- ◆ To contact Conservative Members to ask if any have prior experience in a catering / hospitality industry and wish to be appointed to the working group. Following this the Chairman will, on behalf of the Strategy & Resources Committee, select those to be appointed to the working group, should interest exceed the number of places.

Voting: For: 5 Against: 0 Abstentions: 0 No Vote: 0

Meeting closed at 9:18 pm

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APPENDIX A

Woodley Town Council

Current Account

List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Amount Paic	Transaction Detail
11-Apr-24	(Personal Information)	300.00	Routine pest control service
11-Apr-24	(Personal Information)	550.00	Monthly WTCP Mkt Mgr
18-Apr-24	21CC Group Ltd	282.00	Bespoke D Day Crown
11-Apr-24	AGA Print Ltd	232.46	Poster/Banners
11-Apr-24	Berkshire Tree Care	2376.00	Gardening services
18-Apr-24	Berkshire Youth	4644.52	Berkshire Youth-Out Reach
18-Apr-24	Bowak Ltd	335.08	Cleaning supplies
11-Apr-24	Brake Bros Foodservice Ltd	322.56	Vending supplies
19-Apr-24	Brake Bros Foodservice Ltd	596.89	Vending supplies
19-Apr-24	Brown Bag Cafe Ltd	677.10	Monthly catering service-Feb 24
11-Apr-24	Castle Water	2809.65	Water rates
11-Apr-24	Castle Water Ltd	11.51	Water rates-Town ctr-Mar24
11-Apr-24	CDK Casting Ltd	117.00	Bronze plaque
02-Apr-24	CF Corporate Finance Ltd	166.32	Qtrly photocopier lease fee
19-Apr-24	Churchill Contract Services Ltd	1884.67	Contract cleaning
11-Apr-24	Cloudy Group Ltd	7068.00	WTC Internet update
03-Apr-24	Club Manager Ltd	106.80	Monthly gym software support
11-Apr-24	CoolerAid Ltd	98.40	Bottled water
18-Apr-24	Culligan UK Ltd	3042.00	Water bottle filling station
18-Apr-24	DCK Accounting Solutions Ltd	356.16	Yaerend accounts health check 23/24
11-Apr-24	Dejac Associates Ltd	420.00	Annual cloud back/BT Modem WPLC
18-Apr-24	Dejac Associates Ltd	360.00	Apple monthly support
22-Apr-24	Ecotricity	626.75	Gas supply-Coro H Mar24
22-Apr-24	Ecotricity	1188.83	Electric supply-Depot Mar24
22-Apr-24	Ecotricity	592.44	Gas supply-Chapel Mar24
11-Apr-24	EDF Energy 1 Ltd	27.51	Electrical supply-Clock
11-Apr-24	Epos Now Ltd D/D	30.00	Epos till monthly support
11-Apr-24	Eventu	50.00	Monthly projector hire
10-Apr-24	Global 4 Communications	1127.73	Phone/Mobile-Mar24
11-Apr-24	Henry Street Garden Centre	124.66	Garden supplies
19-Apr-24	HMRC Cumbernauld	18142.13	Employee & 'er deducted from pay
11-Apr-24	Kent Group Services Ltd	48877.14	Tubing heat installation-WPLC
29-Apr-24	Les Mills Fitness UK Ltd	224.57	Gym live program-coach
15-Apr-24	Lloyds Bank D/D	434.14	Monthly cardnet service
30-Apr-24	Lloyds Bank D/D	42.62	Current a/c 10 Mar-9 Apr24
08-Apr-24	Mailcoms Ltd D/D	102.60	Franking software update
15-Apr-24	Merchant Rentals Ltd	19.50	Monthly cardnet machine-Apr24
15-Apr-24	Merchant Rentals Ltd	19.50	Monthly cardnet machine-Apr24
19-Apr-24	MKR Electrical Services Ltd	8351.17	Electrical supplies/service
24-Apr-24	Pitney Bowes Ltd	250.00	Postage top up-19 Apr 24
15-Apr-24	Poztive Energy Ltd	7.49	Electric supply-Coro H 1-26Mar
15-Apr-24	Poztive Energy Ltd	12.99	Electric supp-Coro H 27-31 Mar
16-Apr-24	Poztive Energy Ltd	14850.06	Electric supply-WPLC-Mar24
16-Apr-24	Poztive Energy Ltd	22.87	Electric supply-Chapel H Mar24
16-Apr-24	Poztive Energy Ltd	1768.48	Electric supply-Mar24 OC
24-Apr-24	Poztive Energy Ltd	10.26	Electric supply-Chapel H Mar24
18-Apr-24	Proludic Ltd	963.22	Grill support-WP
19-Apr-24	Prudential	300.00	AVC deducted from pay
02-Apr-24	Public Works Loan Board	75974.80	PWLB Capital/Interest
18-Apr-24	RAC Holdings Limited	2373.00	Deluxe Loo hire-Aug 24
11-Apr-24	Reading Borough Council	5054.88	Allot lease/Wheble lease

19-Apr-24	Reading Community Energy Soc Ltd	487.90	Electrical supply-WPLC/OC
18-Apr-24	Rialtas Business Solutions Ltd	3384.00	Annual Software service
05-Apr-24	SecureHeat	250.20	Electric service fee
19-Apr-24	Select Environmental Services Ltd	906.66	Refuse collection
17-Apr-24	SGW Payroll Ltd	151.70	Monthly payroll-Mar24
30-Apr-24	Siemens Financial Services	1236.62	Gym equip monthly hire-May-Jun
18-Apr-24	SLCC Enterprises Ltd	642.90	Clerks manual/Staff training
18-Apr-24	Spot on Fitness Ltd	240.00	Pilates WPLC cover
11-Apr-24	SSE Energy Supply Ltd	243.05	Electric supply-Street lighting
25-Apr-24	SSE Energy Supply Ltd DD	257.93	Electric supply-Toilet Mar24
11-Apr-24	Technical Surfaces Ltd	399.00	3G Matchfit service
11-Apr-24	Thames Valley Water Services Ltd	240.00	Monthly water temp checks
19-Apr-24	The Berkshire Pension Fund	22987.07	Employee & 'er deducted from pay
18-Apr-24	Trade UK - Screwfix	62.97	Building supplies
11-Apr-24	Vesey UK Limited	92.99	Footballs/Mesh bags
02-Apr-24	Wokingham BC - Rates	2811.00	Rates-WPLC Apr24
02-Apr-24	Wokingham BC - Rates	418.32	Rates-Coro H Apr24
02-Apr-24	Wokingham BC - Rates	191.94	Rates-Chapel HApr24
02-Apr-24	Wokingham BC - Rates	1292.63	Rates-OC Apr24
11-Apr-24	WorkNest Ltd	1620.00	Employee assist program 24/25

Total Payments

246243.34

CLERKS IMPREST A/C

List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Amount Paic	Transaction Detail
03-Apr-24	(Personal Information)	15.00	Refund key deposit
03-Apr-24	(Personal Information)	15.00	Refund key deposit
03-Apr-24	(Personal Information)	75.00	Refund deposit
03-Apr-24	(Personal Information)	100.00	Refund deposit
03-Apr-24	(Personal Information)	100.00	Refund deposit
03-Apr-24	(Personal Information)	134.60	Refund deposit
03-Apr-24	(Personal Information)	77.00	Refund WPLC Course
03-Apr-24	(Personal Information)	176.00	Refund WPLC Course
05-Apr-24	(Personal Information)	35.60	Vehicle parts-Van
10-Apr-24	(Personal Information)	77.00	Refund WPLC Course
12-Apr-24	(Personal Information)	14.97	Batteries
17-Apr-24	(Personal Information)	15.00	Refund key deposit
19-Apr-24	(Personal Information)	5.29	Refund allotment rent
22-Apr-24	(Personal Information)	75.00	Refund deposit
22-Apr-24	(Personal Information)	180.00	Refund deposit
22-Apr-24	(Personal Information)	200.00	Refund deposit
24-Apr-24	(Personal Information)	200.00	Refund deposit
24-Apr-24	(Personal Information)	75.00	Refund deposit
26-Apr-24	(Personal Information)	200.00	Grant - April 2024
26-Apr-24	(Personal Information)	200.00	Refund deposit
26-Apr-24	(Personal Information)	150.00	Refund deposit
29-Apr-24	(Personal Information)	100.00	Refund deposit
29-Apr-24	(Personal Information)	200.00	Refund deposit
26-Apr-24	(Personal Information)	200.00	Refund deposit
08-Apr-24	Amazon Business Account	119.99	60L Pedal bins
08-Apr-24	Amazon Business Account	145.47	Sticky Letter numbers
08-Apr-24	Amazon Business Account	129.95	80L metal sensor bins
08-Apr-24	Amazon Business Account	129.95	80L metal sensor bin
08-Apr-24	Amazon Business Account	58.30	Recycling stickers for bins

08-Apr-24 Amazon Business Account	203.53	770L gas cylinder/deck box
09-Apr-24 Amazon Business Account	455.94	Kitchen 4x 15L double bins
09-Apr-24 Amazon Business Account	55.98	Saw-tooth lawn edging tool
15-Apr-24 Amazon Business Account	13.98	Powder free gloves
15-Apr-24 Amazon Business Account	20.65	Beco sliding sign
15-Apr-24 Amazon Business Account	10.58	Clear grafting tape
17-Apr-24 Amazon Business Account	29.83	4x Key padlocks WTCP
29-Apr-24 Amazon Business Account	278.99	Metal garden shed
18-Apr-24 Black Country Metal Works Ltd	176.80	Hecules tree guards
12-Apr-24 Blandy & Blandy LLP	1800.00	
03-Apr-24 Chew Valley Trees	273.00	Garden supplies
18-Apr-24 Chew Valley Trees	273.00	Gardening supplies-plants
04-Apr-24 Fuel/Petrol Petty cash	55.00	Topup Petrol patty cash
16-Apr-24 Hayloft Plants Ltd.	228.00	gardening supplies-pots
26-Apr-24 Life Education	310.00	Grant - April 2024
24-Apr-24 Lloyds Bank	58514.32	Net April 2024 payroll
12-Apr-24 Lloyds Bank D/D	13.60	Imprest - Mar24
10-Apr-24 MB Marktek	52.27	Acrylic signs
10-Apr-24 Newton Newton Flag and Banner	34.80	D-Day 80 Flag of peace
26-Apr-24 Survey Monkey Europe UC	370.62	Team Advant annual plan
26-Apr-24 Woodley Bowling Club	350.00	Grant - April 2024
26-Apr-24 Woodley Fest of Music	350.00	Grant - April 2024
19-Apr-24 Woodley Lunch Bunch	678.00	Mayors quiz night
26-Apr-24 Woodley Photographic	350.00	Grant - April 2024
03-Apr-24 Yehlex UK	722.50	50x tube shuttlecocks
24-Apr-24 Zoom Video Communication Inc	978.80	Annual subscription 24/25

Total Payments

69804.31

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CATERING TASK & FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.1	04.06.24	No	Draft Version
1.0	11.06.24	No	Approved by S&R Committee

- 1. TYPE OF COMMITTEE =>** Task & Finish Working Group
- 2. PARENT COMMITTEE =>** Strategy & Resources Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. YES
- 4. SIZE =>** 4 Councillors
- 5. END DATE =>** 11 September 2024
- 6. DUTIES AND POWERS**
 - 5.1. OVERALL PURPOSE**
 - a. To carry out required actions to consider and shortlist tender submissions, interview shortlisted providers and make a recommendation to the Strategy and Resources Committee on the appointment of a new catering partner for the Oakwood Centre from 26 August 2024.
 - 5.2. MEETINGS**
 - a. Meetings will take place as and when required in order to best achieve the stated purpose within the timescales prescribed by the working group.
 - b. Officers will be in attendance at all meetings.
 - 5.3. TERMS OF OPERATION**
 - a. To review tender submissions from catering providers and shortlist for interview.
 - b. To interview shortlisted catering providers to receive presentations and ask questions.
 - c. To consider the shortlisted tender submissions and interview outcomes and make a recommendation to the Strategy and Resources Committee on the appointment of a new Catering Partner.

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 18 June 2024 at 7:45 pm

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

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

Also present: *4 members of the public*

17. **APOLOGIES**

Apologies for absence were received from Councillors Baker and Taylor.

18. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

19. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 21 MAY 2024**

RESOLVED:

- ◆ That the minutes of the Planning and Community Committee meeting held on 21 May 2024 be approved and be signed by the Chairman as a true and accurate record.

20. **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

Councillor Soane advised he is still chasing up Borough Councillor Shahid Younis regarding raising the issue of parking around Rivermead Primary School with Wokingham Borough Council.

21. **CURRENT PLANNING APPLICATIONS**

Three residents in attendance raised concerns about the development at 4 Coppice Road. They highlighted a number of issues, including the retrospective request for planning permission when development has already taken place, matters of anti-social behaviour, as well as poor building practices. Members noted these were not planning matters, but requested that Wokingham Borough Council be contacted to relay the concerns of the residents.

RESOLVED:

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

22. **PLANNING DECISIONS**

RESOLVED:

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

23. **PLANNING APPEALS**

RESOLVED:

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

Application: 232620
Location: The Point, London Road, Woodley, Wokingham
Proposal: Full application for the proposed erection of a café and drive-thru with associated parking, landscaping and access, following demolition of 2 no. existing dwellings and changes to the existing parking layout.
(Woodley Town Council submitted objections to the proposal.)

24. **BUDGETARY CONTROL**

The Town Clerk presented Report No. PC 4/24.

RESOLVED:

- ◆ To note Report No. PC 4/24.

25. **TRANSPORTATION & HIGHWAYS**

25.1 **Community Speedwatch**

Councillor Bragg advised Members that, when testing the Council's Speedwatch Sentinel camera, it had started smoking and so is deemed to be faulty. The company who makes the product have advised they may be able to fix the camera, but Councillor Bragg advised this was likely to cost in excess of £300 and was not guaranteed.

Members noted that radars are available to loan from Thames Valley Police, although the use of radars require three volunteers during speedwatch activities, rather than two with a camera, as images are not captured.

Councillor Bragg suggested the most appropriate course of action would be to purchase new equipment via the Community Speedwatch shop; the Deputy Town Clerk advised that a pocket radar could be purchased as part of a starter kit for around £450. Members requested that a proposal be put to the Strategy & Resources Committee to request funding for suitable equipment. The Town Clerk suggested that, in the interm, Councillor Bragg may wish to contact Thames Valley Police to arrange the loan of a radar so as to commence activities.

RESOLVED:

- ◆ To recommend to the Strategy & Resources Committee that funds be made available to purchase appropriate Community Speedwatch equipment to replace the faulty Sentinel Speedwatch camera.

25.2 **Highways Issues**

There were no highways issues raised by Members.

26. **BUS SHELTERS**

In relation to the replacement of advertising bus shelters across the borough, including six in Woodley, Members asked that a request be made that they are painted with anti-graffiti paint. It was also suggested the Council may wish to identify other suitable locations for advertising bus shelters, to feedback to Trueform via Wokingham Borough Council.

RESOLVED:

- ◆ To note that Wokingham Borough Council have entered into a new contract with Trueform to maintain 21 advertising bus shelters across Wokingham, with Trueform due to replace these with new shelters in the near future. This includes the following bus stops in Woodley:
 - 85100002 - Bulmershe Sports Centre - Opp Sports Centre
 - 85620001 - Headley Road Circle - Adj House 74 and Shops
 - 85640001 – Chequers - Adj Lytham Road
 - 85640002 – Chequers - Opp The Chequers, Bus Stop A, Headley Road
 - 85640004 – Chequers - Adj House No. 3, Bus Stop D, Reading Road
 - 86540002 – Adwest - Headley Road East

27. **COMMUNITY ISSUES**

Members noted the success of the Council's D-Day event, held on 6 June 2024, to commemorate the 80th anniversary, and congratulated the council staff involved in organising the event.

28. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - BALC Newsletter – May 2024
 - Promise Inclusion newsletter – May 2024

29. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

30. **PUBLICITY/WEBSITE**

A suggestion was made to consider publicising newsletters from local charities and community groups that are received by the Council on the website. The Town Clerk advised this could be considered as part of the wider project to develop a local charity and community group directory.

31. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8:52 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 21 May 2024

Application No. & Address	Proposal
240673 18 Copse Mead, Woodley, RG5 4RP	Householder application for the proposed erection of a two storey front extension, a part first floor part two storey side extension and part conversion of the garage to habitable accommodation, plus insertion of 2 no. front dormer windows, a rear Juliet balcony and changes to fenestration.
Observations: No objections.	
240683 4 Coppice Road, Woodley, RG5 3QX	Householder application for the proposed engineering works to rear of the dwelling to create a lower patio and yard with a boiler housing, pergola cover, and steps with retaining wall to support upper garden level (part retrospective).
Observations: The Planning & Community Committee have considered this application. They noted this was the third part-retrospective application from this applicant and noted significant dissatisfaction with building works continuing to take place prior to seeking planning application, for which the applicant must now be well aware of the need. Residents attended this meeting to highlight significant concerns over the building of this property; including the fact works had already been completed many months ago, poor building and work practices, anti-social behaviour at the property, and use of the property as an HMO, with multiple varying people witnessed moving in and out of the property up to the present day. These issues have been collated and a separate email will be sent from the Town Council to the relevant WBC Officers to raise these. In terms of this planning application, the Committee, once again, wish to object, in support of the residents. They wished to highlight residents' concerns that the retaining wall, which has already been built, is not up to standard, and there is a significant risk of the ground works collapsing into neighbouring properties. They also have concerns that the boiler housing, which again has already been built, has been left without suitable covering.	
241120 75 Western Avenue, Woodley, RG5 3BL	Householder application for proposed erection of a single storey front extension to the garage and a first floor rear extension, plus insertion of rooflights to the existing roof and widening of the driveway.
Observations: No objections.	
241188 46 Wyndham Crescent, Woodley, RG5 3AZ	Householder application for proposed erection of a single storey rear extension with changes to fenestration plus removal of the chimney.
Observations: No objections.	

241189 79 Woodlands Avenue, Woodley, RG5 3HG	Application to vary conditions {2,3} of planning consent {240234} for the enlargement of existing bungalow through the erection of 1 no. additional storey to a maximum height of 8.10m. Conditions 2 and 3 refers to Approved details and External Materials and the variation is to allow a rendering finish to the whole dwelling as opposed to part brick part rendered elevations.
Observations: No objections.	
241212 6 Loddon Gardens, Woodley, RG5 4TX	Householder application for the Erection of a single storey rear extension and patio. Levelling of rear garden to create tiers along with horizontal boarding to the rear fence elevation and side fencing elevations. Creation of a raised bed to the top tier of the garden.
Observations: No objections.	
241251 91 Reading Road, Woodley, RG5 3AE	Householder application for proposed erection of a first floor rear extension plus installation of a porch canopy roof.
Observations: No objections.	
241252 37 Fitzroy Crescent, Woodley, RG5 4EX	Householder application for proposed erection of a new porch to replace existing.
Observations: No objections.	
241263 37b Crockhamwell Road, Woodley, RG5 3LE	Householder application for proposed single storey rear extension and part garage conversion, along with changes to fenestration.
Observations: No objections.	
241268 86 Ravensbourne Drive, Woodley, RG5 4LJ	Householder application for proposed loft conversion, along with 2 no. front and rear dormer extensions to create habitable space, extension of dropped kerb to allow access to new driveway, and changes to fenestration.
Observations: Members of the Planning & Community Committee have considered this application and wished to object, on the grounds that the proposed loft conversion, in terms of scale and materials, would be out of character and out of keeping with the neighbouring properties. The Committee had no objections to the proposed to extend the dropped kerb.	
241301 Tennis Courts, Silver Fox Crescent, Woodley, RG5 3JA	Full planning application for the proposed erection of 1 no. self- build two bedroom detached dwelling with detached garage and parking.
Observations: No objections.	

241387 9 Cartmel Drive, Woodley, RG5 3NG	Householder application for proposed single storey front, side and rear extension with changes to fenestration.
Observations: No objections.	
241399 1 Mulberry Close, Woodley, RG5 3LR	Householder application for proposed two storey side extension with changes to fenestration, following demolition of existing garage.
Observations: No objections.	
241410 Units 1, 2 and 3, 59 Crockhamwell Road, Woodley, RG5 3JP	Full application for the proposed Fenestration changes with additional windows.
Observations: No objections.	
241437 2 Livingstone Gardens, Woodley, RG5 3LT	Householder application for proposed erection of a single storey annex to the rear of the main dwelling to create habitable accommodation following the demolition of existing garage.
Observations: No objections.	
241456 35 Crockhamwell Road, Woodley, RG5 3LE	Householder application for proposed single storey rear extension, single storey front porch infill. Followed by rendering all walls of existing property and changes to fenestration.
Observations: No objections.	

Woodley Town Council

Report of a virtual meeting of the Annual Town Meeting Sub Committee held on Monday 10 June 2024 at 7.30pm

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

Officers present: M. Filmore, Deputy Town Clerk

1. APPOINTMENT OF CHAIRMAN

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

RESOLVED

- ◆ To appoint Councillor Anderson as the Chairman of the Annual Town Meeting Sub Committee for the remainder of the 2024/25 municipal year.

2. APOLOGIES

No apologies for absence were received from members of the sub committee.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. 2024 TOWN MEETING REVIEW

Members noted the sub committee's current terms of reference, as provided in the agenda.

Members noted the following regarding the Town Meeting, held on 23 May 2024:

- Attendance was the highest level in memory (59)
- Contacting community groups and organisations had increased attendance
- Theatre was a good venue; less formal
- A high number of attendees remained for cheese and wine afterwards
- A high number of Community Heroes Awards winners stayed afterwards
- Meeting clashed with Wokingham Borough Council meeting date
- Demographic of attendees was more elderly
- Presentation element was too long
- The Community Heroes Awards section was 25 minutes, but there were fewer award winners than normal and, in previous years, this separate ceremony had lasted one hour.
- Lots of issues raised were the responsibility of Wokingham Borough Council

For the next Town Meeting in 2025, the following was recommended:

- Retain format from 2024; Community Heroes Awards (up to 1 hour), presentation and Q&A on chosen topic (30 mins), open forum (30 mins), cheese and wine.
- Present in the theatre again
- Avoid selecting a date which clashes with a Wokingham Borough Council meeting
- Continue to invite all local community organisations, groups and charities.
- Ask groups invited to consider putting forward one issues / concern / matter prior to the meeting
- Ensure attendance from Thames Valley Police and Wokingham Borough Council (Member or Officer) who can take on feedback which is relevant to them.
- Invite local MP

It was suggested the next meeting could centre on a youth focus, in light of the work the Council is doing to review youth services, and the potential setup of a youth council.

The Deputy Town Clerk suggested it might be beneficial if the meeting centered more around issues with which the Town Council has responsibility, and to encourage residents to think about raising queries during the forum which might be related to the Town Council's activities and responsibilities.

At this point, Councillor Kennedy left the meeting as he had to attend another meeting. The Deputy Town Clerk advised that, as Councillor Kennedy had left, the meeting was no longer quorate, but an informal discussion could continue on the final item on the agenda.

INFORMAL DISCUSSION

5. TERMS OF REFERENCE

Members noted the sub committee's current terms of reference, as provided in the agenda, and did not highlight any necessary changes.

The meeting closed at 7.48 pm

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

OUTSIDE BODY	APPOINTED REPRESENTATIVE/S	REPORT PROVIDED	PAGE
ARC	Cllr K. Gilder Mrs S. Flower	Yes	3 4
Citizens Advice Wokingham	Cllr V. Lewis	Yes	5
Friends of Woodford Park Committee	Cllr R. Horskins	Yes	6
Highwood Management Conference	Cllr K. Gilder Cllr M. Holmes	Yes	7
Keep Mobile	Cllr L. Guttridge	No	-
Poor's Land Charity	Cllr M. Holmes Cllr K. Gilder Mrs S. Flower VACANCY	Yes	8 - 9
ReadiBus	Cllr L. Guttridge	No	-
Robert Palmer's Almshouse Charity	Cllr D. Bragg	No	-
Sonning & District Welfare & Education Trust	Cllr D. Smith	No	-
Wokingham Borough/Parish Liaison Forum	Cllr M. Kennedy	Yes	10
Woodley Bowling Club Management Committee	Cllr K. Gilder	Yes	11
Woodley Volunteer Centre	Cllr M. Kennedy	Yes	12

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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	ARC
Name of Representative	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 Council Members:	
Please give a brief synopsis of the Outside Body's recent activities:	
<p>Paul Cassidy has now been officially seconded from WBC Youth Services to ARC and therefore managed by ARC.</p> <p>The committee decided, after discussion that ARC will be primary a service for young people.</p> <p>Finance – The reserve will cover 6 months of service. All funding for next year, including Wokingham Borough Council, is in place apart from National Lottery for outreach work.</p> <p>Chris Allen, supervisor for 30 years, passed away suddenly. Sympathies were expressed.</p> <p>Currently 65 counsellors on rote.</p> <p>Anxiety is now a big problem for young people, and there is now a 6-8 week wait. More adults are now being seen, for anxiety, relationship and financial issues.</p> <p>Wokingham Bikathon takes place on Sunday 23rd June.</p>	
Please provide any additional information that Council Members might find useful:	

Representative:	Cllr Kay Gilder	Dated:	17th June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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 1 st May 2 meetings including one AGM
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	AGM, I was away on holiday June meeting I am at a funeral in Liverpool
Please give a brief overview of the Outside Body for Council 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 recent activities:	
A copy of the annual report was given to the Town Council ahead of the meeting on 13 th May. I have no further information to add to this at this time	
Please provide any additional information that Council Members might find useful:	

Representative:	Shelagh Flower	Dated:	16th June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	Citizen's Advice Bureau
Name of Representative	Councillor Vin Lewis
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 Council Members:	
Please give a brief synopsis of the Outside Body's recent activities:	
No report to speak of for June Full Council (FC) Meeting. Will meet with CAB in Wokingham in Q3 of this year, so should be providing a report come September FC.	
Please provide any additional information that Council Members might find useful:	

Representative:	Cllr Vin Lewis	Dated:	18 June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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)	Nil
Number of formal meetings attended since last report (since last report or 1 May)	Nil
Reasons for not attending (if attendance below 50%)	No meetings held
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>The beds around the Oakwood Centre are a mass of colour and have been well tended by the group in between the showers! The rainwater harvesting system has been commissioned; and the group are looking at a storage facility on site for some of their equipment.</p>	
Please provide any additional information that fellow Members might find useful:	
<p>The group act as a "signpost" for many of the park users. Recently they have been receiving many comments about the new path installed across the memorial ground. It has been noted that many users are now walking either side of the path as heels and walking sticks are getting caught and some pushchairs are difficult to move on it. This is useful feedback and will be monitored.</p>	

Representative:	RJC Horskins	Dated:	16th June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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)	None
Number of formal meetings attended since last report (since last report or 1 May)	None
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 officer of the Wokingham Borough Council, who takes the minutes, 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:	
The annual meeting will be convened by an Officer at Wokingham Borough Council during the summer months, when a site visit will be arranged to take place before the meeting.	
Please provide any additional information that fellow Members might find useful:	
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Representative:	Cllr Kay Gilder and Cllr Mary Holmes.	Dated :	18/06/24
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	Poorsland Charity
Name of Representative	Councillors Kay Gilder and Mary Holmes and Mrs Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	Appointed trustees by Woodley Town Council
Number of formal meetings held / invited (since last report or 1 May)	One meeting for 3 WTC appointed trustees
Number of formal meetings attended since last report (since last report or 1 May)	3 trustees attended this one meeting
Reasons for not attending (if attendance below 50%)	-----
Please give a brief overview of the Outside Body for Members:	
The Poorsland committee's trustees aim to meet monthly, to help with the running of this charity. The building involved is Cedar Place in Loddon Bridge Road.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
There has been a change of Treasurer during this period, because the previous holder of this post has retired as a trustee. The bungalow and all the flats are currently occupied. The committee's thoughts are now turning to how the 50th Anniversary of the Cedar Place in Loddon Bridge Road Woodley can possibly be celebrated in 2026.	
Please provide any additional information that fellow Members might find useful:	
There is still one vacant trustee position which WTC can fill.	

Representative:	Cllr Kay Gilder and Cllr Mary Holmes and Mrs Shelagh Flower	Dated :	18/06/24
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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 (Not Councillor)
Capacity appointed; e.g. trustee, director, observer etc	Trustee
Number of formal meetings held / invited (since last report or 1 May)	2
Number of formal meetings attended since last report (since last report or 1 May)	1
Reasons for not attending (if attendance below 50%)	1 meeting I had a previous committment
Please give a brief overview of the Outside Body for Council 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 recent activities:	
<p>The Charity continues to support applications from applicants to the Relief in Need fund. The meeting continues to focus on meeting the needs of the residents in terms of ensuring their accommodation/ buildings / gardens are suitably maintained. Security remains a focus also with CCTV having been installed .</p> <p>Our residents continue to have coffee mornings facilitated by one of the trustees.</p> <p>There are a few changes on our trustees with our Chairman stepping down and a new Treasurer.</p>	
Please provide any additional information that Council Members might find useful:	
<p>There are usually monthly meetings with regular contact via email outside of the meetings</p>	

Representative:	Shelagh Flower	Dated:	16th June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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)	0
Number of formal meetings attended since last report (since last report)	0
Reasons for not attending (if attendance below 50%)	0
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. The purpose of the Parish Liaison Forum is to encourage communication and networking between the Parish and Town Councils in Wokingham and the Borough Council.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
Please provide any additional information that fellow Members might find useful:	

Representative:	Cllr Mike Kennedy	Dated:	13.06.2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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>It has been agreed that a full annual bar license be purchased for events, this being a more practical way to purchase this, instead of applying for individual licenses.</p> <p>The May Fayre was a great success, with many people coming and supporting the Club.</p> <p>There was a lot of interest, and some new members recruited.</p> <p>Mike Evans has volunteered to take over the administration of the Woodley Bowls Club website.</p>	
Please provide any additional information that fellow Members might find useful:	

Representative:	Cllr Kay Gilder	Dated:	17th June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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)	1
Number of formal meetings attended since last report (since last report)	1
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Members:	
Woodley Volunteer Centre (WVC) was set up in 1982 and evolved from a Good Neighbours Scheme. Originally, volunteers provided support to Woodley residents in many 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 £1,250. Last year Woodley Town Council awarded £350 towards a new printer. Clients are able to use their bus passes issued to them by WBC in payment of all medical jobs undertaken. Drivers are reimbursed 50p per mile for their services.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
The Annual General Meeting held on 10 June 2024 was well attended. Karen Dodd, reported that she has now served in her capacity as co-ordinator for 25 years. The centre has 19 active drivers and 242 registered clients. Since the return from lock-down in October 2021, WVC has undertaken 2,466 medically related jobs. The number of requests for support is increasing to such an extent that they have had to close their books for new clients. Frequently the office handles 40/45 jobs every week. An urgent request for new drivers was made at the AGM. I have messaged 3 social media groups with this appeal. Thanks to the services of a retired Thames Valley Police Officer who specialises in Safeguarding, a new Safeguarding Policy has been written and issued to all drivers.	
Please provide any additional information that fellow Members might find useful:	
I have transported 54 clients to their GP and hospital appointments in the past 11 months since I volunteered as a driver. If any Member can spare a little of their time to help Woodley Volunteer Centre, please contact them on 0118 969 8849. Appointments are mostly during the day time and on weekdays with some occasional weekend work.	

Representative:	Cllr Mike Kennedy	Dated:	11.06.2024
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MAYORAL ENGAGEMENTS – 7th May 2024 to 24th June 2024

Town Mayor’s Engagements

June	6 th	Schools’ Cluster – Tray Garden Challenge
		Town Council D0-Day 80 th Anniversary Picnic in the Park
	7 th	Woodley Carnival Schools Football Tournament
		Lord-Lieutenant of Berkshire’s Summer Social
	8 th	Woodley Carnival

Deputy Town Mayor’s Engagements

May	8 th	New Minister Investiture - St John’s Church
	19 th	Woodley United FC – Presentation Day
	23 rd	Promise Inclusion AGM
June	6 th	Woodley Schools’ Cluster – Tray Garden Challenge
	21 st	Woodley Schools’ Cluster – Coding Challenge

Full Meeting of the Council

25 June 2024

Agenda Item 9

Financial Statements And Annual Governance and Accountability Return (AGAR) 2023/24 Appendix

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Woodley Town Council

Financial statements for the year ended 31 March 2024

Explanatory foreword

Accounting and audit

Following legislative changes that became effective from 31 March 2011, the Council is no longer subject to a full external audit as its income and expenditure is below £6.5 million. Instead, the Council now falls within the limited assurance audit regime.

The Council's statutory accounts are now included in the Annual Governance and Accountability Return (AGAR) for external audit purposes and comprise a brief summary of income and expenditure, reserves and bank balances and long-term assets and liabilities. The amounts in the statutory accounts represent a summary of the related information presented in more detail within these unaudited financial statements. The AGAR and these financial statements were approved at a Council meeting on 25 June 2024.

The annual return will, in due course, include the external auditor's opinion and will be advertised when received and available for inspection.

Financial responsibilities

The Council is required to (a) make arrangements for the proper administration of its financial affairs; (b) appoint a Responsible Financial Officer (RFO) to have responsibility for the Council's financial affairs; and (c) manage its affairs to ensure economic, efficient and effective use of resources, and to safeguard its assets.

The RFO is responsible for ensuring that the financial statements are (a) prepared in accordance with the Code of Practice on Local Authority Accounting, so far as applicable to the Council; and (b) present fairly the financial position of the Council and its income and expenditure at the year end. The RFO has selected suitable accounting policies and ensured that they were applied consistently; made judgements and estimates that were reasonable and prudent; and complied with the Code.

The RFO has also ensured that proper accounting records were maintained throughout the year, and that reasonable procedures were in place for the prevention of fraud and other irregularities.

Commentary on the financial outturn for the year

This year the Council had originally budgeted to fund its activities using £115,668 of reserves to support revenue budget funding, following the impact of the Coronavirus pandemic. However, the Council started the 2023/24 year with reserves of £857,788 and at the end of the 2023/24 financial year the Council required a contribution of £68,731 from the General Reserve, with activities and bookings income strong across the venues. The year end reserve funds stood at £789,057 as at 31 March 2024.

The Council holds earmarked reserves – which are ringfenced funds, authorised by Committee, for specific projects and investment.

In addition, the Council has repairs and renewals, building and facilities and capital programme funds to which amounts are added and spent from each year.

In 2023/24 the Council received Community Infrastructure Levy income of £11,208, making a total CIL balance of £20,143.

At the end of the year the Council's general reserves totalled £789,057. Expenditure in the year totalled 2,469,511 with income of £1,200,045 received.

Woodley Town Council
Financial statements for the year ended 31 March 2024

Signed on behalf of the Council

.....
Ashok Basra, Responsible Financial Officer
25 June 2024

Woodley Town Council
Financial statements for the year ended 31 March 2024

Income and Expenditure Account for the year ended 31 March 2024

	<u>Year ended 31 March 2024</u>			<u>2023</u>
	<u>Expense</u>	<u>Income</u>	<u>Net</u>	<u>Net</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Leisure activities				
Woodford Park Leisure Centre & 3G pitch	538,125	627,263	-89,138	50,296
Outdoor sports and recreation	166,425	36,846	129,582	142,563
Play areas	23,860	0	23,860	13,643
Oakwood Centre	181,185	160,988	20,197	34,653
Coronation & Chapel Halls	53,130	70,708	-17,578	-18,445
Maintenance central costs	0	0	0	-7,146
Town Centre Community Garden	15,068	15,000	68	0
Allotments	32,012	14,780	17,232	-406
Woodley Town Centre Partnership	81,819	81,819	0	0
Grants under S137 LGA 1972	7,500	0	7,500	17,850
Grants/WTCP (post 17 June 24)	22,778	0	22,778	0
Other grants	38,525	0	38,525	34,800
Youth services	34,645	0	34,645	0
Public amenities	7,595	0	7,595	7,678
Public events	11,621	828	10,793	12,880
Public toilet	4,640	231	4,409	5,344
Capital expenditure and receipts	13,471	0	13,471	0
Loan interest and repayments	174,326	0	174,326	184,978
Loan sinking fund investments	53,231	0	53,231	0
CCLA Activities	0	161,247	-161,247	-62,143
Administration and office costs	327,344	19,127	308,217	293,615
Democratic process	78,577	0	78,577	52,578
Council-wide central costs	412,426	0	412,426	390,007
Capital Programme	170,000	0	170,000	30,000
Community Infrastructure Levy	11,208	11,208	0	-77,500
Net cost of Council services	2,469,511	1,200,045	1,269,467	1,105,246
Precept on Wokingham Borough Council		1,195,649		1,225,628
Precept support grant		0		0
Interest and investment income		5,087	5,807	4,113
Net income/expenditure (-) for the year		-68,731		124,495
Movements on earmarked reserves				
Transfers from reserves	14	-104,755	253,409	188,553
Transfers to reserves	14	358,165		
Increase in general fund for the year			-68,731	124,495
Balance brought forward			857,788	733,294
General fund balance carried forward			789,057	857,788

Woodley Town Council
Financial statements for the year ended 31 March 2024

Balance Sheet as at 31 March 2024

	<u>Note</u>	<u>31 March 2024</u>		<u>31 March 2023</u>	
		<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Current assets					
Stocks			521		0
Debtors and prepayments					
Amounts due for Council services		28,802		16,605	
VAT recoverable		27,526		2,528	
Memorial Ground		27,827		18,515	
Other Debtors		253		0	
Accrued income		27,734		16,792	
Prepayments		60,102		48,705	
			172,243		103,146
Bank and cash balances					
Term deposits		0		0	
Deposit accounts		123,975		81,715	
Current accounts		16,148		25,596	
CCLA (PWLB & INVEST1)		3,326,416		3,134,540	
Petty cash and cash floats		525		558	
			3,467,064		3,242,409
			3,639,827		3,345,555
Less current liabilities					
Creditors and income in advance					
Trade supplies and services		81,960		23,404	
Other creditors + deposits		34,772		30,222	
VAT provision(partial exemption)		11,000		11,000	
Loan interest accrued		58,647		0	
Other accruals		27,941		20,474	
Grants received in advance		0		14,947	
Income received in advance		11,820		16,500	
			226,140		116,547
Net assets			3,413,688		3,229,009
Reserves and balances					
Earmarked reserves					
Capital projects			123,501		20,177
Asset replacement			25,369		25,369
Other earmarked reserves			2,475,760		2,325,675
			2,624,630		2,371,220
General fund as shown on the Income & Expenditure Account (page 5)			789,059		857,788
			3,413,688		3,229,009

These financial statements show a true and fair view of the Council's financial position as at 31 March 2024, and of its income and expenditure for the year ended on that date. These financial statements were approved by the Council on 25 June 2024.

.....
Councillor Juliet Anderson

.....
Ashok Basra

Woodley Town Council

Financial statements for the year ended 31 March 2024

Town Mayor

Responsible Financial Officer

Notes to the Financial Statements

1. Principal accounting policies

Accounting convention

These financial statements have been prepared in accordance with proper accounting practices as set out in the SLCC Practitioners' Guide for Local Councils, and as such meet the requirements of the Accounts and Audit Regulations 2011.

Fixed assets and associated long-term borrowings

Fixed assets comprise (a) those tangible assets which are considered to yield benefit to the community, or the services which the Council provides, for more than one year; and (b) long-term debtors and investments. These assets are not included in the Council's balance sheet but are disclosed as within Notes to these financial statements. All expenditure on acquiring or enhancing fixed assets is charged to Income & Expenditure Account in the year in which it is incurred.

Tangible fixed assets are stated at cost or (in the case of freehold and leasehold properties) at valuation, less accumulated depreciation to 31 March 2010 where relevant, being the date when accounting and audit requirements were changed and depreciation was no longer required.

Certain community assets are the subject of restrictive covenants as to their use and/or future disposal. Such assets are therefore considered to have no appreciable realisable value and are therefore stated at nominal values.

Long-term borrowings similarly are not included in the balance sheet but are disclosed in the Notes to these financial statements. Loan repayments are charged to Income & Expenditure Account in the year in which they are incurred.

Capital receipts

Receipts from the sale of fixed assets, and grants or loans advanced for the acquisition or enhancement of fixed assets, are credited to Income & Expenditure Account when received and transferred to reserves until used to finance capital expenditure.

Debtors and creditors

These financial statements are prepared on an accruals basis in accordance with Accounts & Audit Regulations. Except for expenditure on fixed assets or capital receipts (see above), income and expenditure therefore includes amounts due to, or payable by, the Council.

Stocks

Stocks of retail items at the leisure centre are valued at cost. Other stocks are treated as consumed at the time of purchase because the aggregate value at any time is not material in relation to the Council's financial statements.

Pension contributions

Employer contributions to the Berkshire Superannuation Scheme (which is a defined benefit scheme) on behalf of the Council's staff are charged to Income & Expenditure Account on the accruals basis. Employer contributions are determined by the Scheme's actuaries on a triennial basis and are set to ensure that the Scheme will be funded to meet 100% of its liabilities in accordance with Government regulations for local government pension schemes.

Woodley Town Council
Financial statements for the year ended 31 March 2024

	<u>2024</u>	<u>2023</u>
	£	£
2. Interest and loan repayments		
Interest payable	125,473	125,667
Loan repayments	48,853	59,313
	<u>174,326</u>	<u>184,980</u>
3. Employee costs and numbers		
Salaries and wages	852,628	790,618
Employer National Insurance contributions	77,578	72,297
Employer pension contributions (see below)	216,421	195,439
	<u>1,146,627</u>	<u>1,058,354</u>
Employer pension contributions were paid at 27.2% of employees' pensionable earnings in the year (2023: 27.2%) as determined in the actuarial valuation as at 31 March 2023.		
Average monthly no. of employees during the year was:		
Full time	<u>Number</u> 22	<u>Number</u> 22
Part time	29	33
	<u>51</u>	<u>55</u>
4. Audit fees		
Fees paid to external auditors for statutory audit services	2,520	3,200
5. Grants to local organisations		
The Council made grants to local organisations to facilitate:		
Transport for people with limited mobility	17,325	17,500
Counselling and advisory services	14,600	12,300
Youth Services	6,600	5,000
Cultural services	0	0
Environmental services	0	0
	<u>38,525</u>	<u>34,800</u>
The Council made grants under Section 137 of the Local Government Act 1972 where there were no specific enabling powers amounting to: Pre-17 June 24		
	7,500	17,850
Post 17 June 24 – Enabling Powers - GPC	<u>22,778</u>	<u>0</u>
6. Tangible fixed assets		
Capital expenditure comprises of:		
Amounts from capital programme	0	0
Expenditure not resulting in new asset:	0	0
De minimus items	0	0
Safety Surfacing + Vehicles & Equipment	45,940	45,301
	<u>45,940</u>	<u>45,301</u>
The net decrease in tangible fixed assets was as follows:		
Purchases from capital programme	12,168	0
Purchases from other budget heads	33,772	45,301
	<u>0</u>	<u>-6115</u>
Less items deleted on disposal	45,940	39,186

Woodley Town Council
Financial statements for the year ended 31 March 2024

The Council received external funding towards capital expenditure:

Specific grants received: Community Infrastructure Levy

2024
£

2023
£

11,208

25,649

7. Long-term investments

Expenditure on long-term investments during the year was

0

0

Proceeds from sale of investments was

0

0

Net expenditure on investments

0

0

Investments held by the Council:

Purchases in the year

0

0

Original cost of disposals in the year

0

0

Net increase during the year

0

0

Cost of investments as at 1 April

0

0

Cost of investments as at 31 March

0

0

7a CCLA Activities

Woodley TC-PWLB

2,000,000

2,000,000

Woodley TC-INVEST1

1,300,000

1,300,000

3,300,000

3,300,000

Dividend Re-Invested

Woodley TC-PWLB

109,262

40,321

Woodley TC-INVEST1

57,072

25,936

166,334

66,257

8. Fixed assets

Operational freehold land and buildings

Woodford Park Leisure Centre

1,519,411

1,519,411

Coronation Hall and car park

239,100

239,100

Chapel Hall and car park

196,000

196,000

The Oakwood Centre

3,517,000

3,517,000

Works and maintenance depot

141,486

135,465

Public toilet

71,658

71,658

5,684,655

5,678,634

Vehicles and equipment

508,556

508,556

Van (1), Pickup (1), Tractors (2) & ancillary equipment

Grounds maintenance equipment

Furniture and equipment - Oakwood Centre, halls, offices

Infrastructure assets

992,684

970,684

Woodford Park

Skate spot, Woodford Park

Equipment in children's play areas

Street lighting columns (7),

partial costs 3G pitch/car park/tennis project

465,981

465,981

Community assets

Woodford Park, children's play areas (No 4.)

Total tangible fixed assets

7,675,816

7,629,876

Investments (see Note 7 above)

0

0

Total

7,675,816

7,629,876

Woodley Town Council
Financial statements for the year ended 31 March 2024

	<u>2024</u>	<u>2023</u>
	<u>£</u>	<u>£</u>
9. Long-term liabilities		
The Council has borrowed amounts from the Public Works Loans Board on various occasions over past years in connection with various capital schemes to purchase or improve its fixed assets. Some of these loans are repayable by annual instalments through precepted sums. Others are repayable on maturity.		
Within one year of the balance sheet date	65,559	62,322
Between one and two years	2,069,045	340,559
Between two and five years	132,628	1,882,524
Between five and ten years	99,598	132,315
More than ten years	145,140	156,571
	<u>2,511,970</u>	<u>2,574,292</u>

10. Capital commitments

The Council had no capital commitments at 31 March 2024 not otherwise provided in these financial statements.

11. Contingent liabilities

The Council is not aware of any contingent liabilities at the date of these financial statements, other than those mentioned in the foreword.

12. Trust funds; Woodley Memorial Recreational Ground Charity

The Council is corporate trustee for this Charity, which is registered in England as number 300098. The Charity owns an area of land in Woodley, known as the Memorial Ground, which is available to the general public for sport, recreation and leisure use, but it has no other assets. The Council maintains this land on behalf of the Charity under its general powers for the maintenance of land and open spaces; and the Charity makes a donation to the Council each year, equivalent to its annual income, in consideration for the Council bearing the costs of maintenance.

The costs incurred in the year ended 31 March 2024 were £13,301 (2023: £9,377), to which the Charity contributed its income of £3,990 (2023: £8,267).

13. Related party transactions

The Council awards grants to support a number of voluntary or charitable bodies, but it does not attempt to influence through awarding the grants. Members also represent the Council on various organisations, but the appointments do not place Members in a position to exert undue influence.

No Members have undertaken any declarable, material transactions with the Council, nor vice versa. Details of any such transactions would be recorded in the Register of Members' interests.

Woodley Town Council
Financial statements for the year ended 31 March 2024

14. Earmarked reserves

	<u>At 1 April</u> <u>2023</u>	<u>Transfer to</u> <u>reserve</u>	<u>Transfer</u> <u>from</u> <u>reserve</u>	<u>At 31 March</u> <u>2024</u>
	<u>£</u>	<u>£</u>	<u>£</u>	<u>£</u>
Capital projects reserve				
Capital programme fund	11,077	97,314	0	108,391
OC Building and facilities fund	9,100	0	-3,540	5,560
WPLC Building and facilities fund	0	9,550	0	9,550
Asset replacement reserves				
Repairs & Renewals fund	25,369	0	0	25,369
Other earmarked reserves				
Capital receipt - Airfield Centre	89,400	0	0	89,400
Bowls Irrigation EMR	1,066	0	-1,066	0
Maintenance workshop	2,933	0	-2,933	0
Depot Power Supply EMR	3,960	0	-3,960	0
Centre Stage Fund WTCMI	12,505	0	-12,505	0
B&S Insurance	33,275	0	-33,275	0
Youth Services	0	4,240	0	2,240
WPLC Changing Room	10,000	0	0	10,000
Special projects fund	25,040	0	0	25,040
TCMI Fund	4,520	352	-4,873	0
3G Pitch Noise Survey	0	621	0	621
Oakwood Roof EMR	1,715	0	-1,715	0
WTC sinking fund	26,307	53,232	0	79,538
Play area reserve	22,979	0	-17,000	5,979
3G Pitch carpet replacement reserve	84,000	12,000	0	96,000
Youth projects	687	0	-687	0
JAC Loddon Mead project reserve	2,500	0	0	2,500
WPLC Electric works EMR	12,231	0	-12,231	0
WP Bursary Fund	1,500	0	0	1,500
WPLC Community sports grants	8,184	0	-5,417	2,767
Council elections reserve	6,500	6,500	0	13,000
Allotment toilets	2,195	45	0	2,240
Speedwatch reserve	971	0	0	971
Capital receipts reserve	1,920,462	0	0	1,920,462
WPLC development reserve	31,169	0	-3,750	27,419
Flag Pole EMR	1,483	0	-1,483	0
Allotments security	933	0	-320	612
Youth projects - anxiety	779	0	0	779
Loddon Mead Art Project EMR	800	0	0	800
Town centre clock repairs	2,984	0	0	2,984
Community Infrastructure Levy	8,935	12,152	0	21,088
WPLC VAT Claimed	0	133,690	0	133,690
PWLB Capital payment not taken	0	13,469	0	13,469
Town Centre Community Garden	5,661	0	0	5,661
Town Centre CCTV	0	15,000	0	15,000
Total earmarked reserves:	2,371,221	358,165	-104,755	2,624,630

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

WOODLEY TOWN COUNCIL

<https://woodley.gov.uk/> ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No 	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken 21/3/24 Name of person who carried out the internal audit
21/11/2023 23/01/2024 28/05/2024 **M PLATTEN CPFA INTERNAL AUDITOR**

Signature of person who carried out the internal audit  Date 28/05/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

WOODLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	3,293,068	3,229,009	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,225,628	1,195,649	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,018,430	1,205,130	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,058,354	1,146,627	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	184,979	174,328	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,064,784	895,144	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,229,009	3,413,689	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	3,242,409	3,467,064	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,629,876	7,675,816	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,574,292	2,511,970	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

20/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Annual Governance Statement 2023/24

– Section 1 of the Annual Governance and Accountability Return (AGAR)

Item 9 c) on the Council agenda

Statements	Information for councillors
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<p>Council’s internal auditors have confirmed in their 2023/24 annual report that effective financial management is in place.</p> <p>The accounting statements have been prepared by the Responsible Financial Officer, in compliance with statutory guidelines and proper practices. The internal auditor has reviewed and checked these.</p>
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<p>Responsibility of managers to maintain internal control and review and can confirm that this has happened this year and a rolling and ongoing programme of training for all staff handling cash has been put in place.</p> <p>Recommendations from Internal audit report for the 2023/24 year being implemented.</p>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<p>Town Clerk, managers and council committees make decisions based on information provided in structured, accurate reports to meetings and have opportunity to question and discuss.</p> <p>Information on regulations and any requirements reported to the council.</p> <p>I believe the council has followed proper practices in its financial procedures and controls and that this is borne out by the internal auditor’s work.</p>
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	<p>Notice in respect of electors’ rights was displayed from 29 June – 9 August 2023 on noticeboards and on the website with the period when the books and associated documents were available for public inspection as required.</p>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<p>Risk Management Strategy and Risk Register is reviewed by the Risk Management Working Party annually and presented to Strategy and Resources Committee and Full Council.</p> <p>The register includes the list of items identified, including financial matters, and how the risks are managed and actions taken/to take. Budgetary control reports made to all budget holding standing committees at each meeting. Council signatories can confirm their scrutiny regarding the council’s payments.</p> <p>Insurance cover is reviewed annually. The council has fidelity guarantee insurance and business interruption cover.</p>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<p>Members approved the appointment of internal auditors April Skies at the Strategy and Resources Committee meeting on 27 September 2023 for a 3 year period.</p> <p>The Internal Auditor’s reports of the work carried out over separate visits in the year is provided in the Internal Auditor’s Annual Report for the year 2023/24 - included in the appendix.</p>

7. We took appropriate action on all matters raised in reports from internal and external audit.	Formal recommendations have been made by the Council's internal auditor for the period. All actions have, or are in the process of being actioned.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	There were no litigation, liabilities, commitments, events or transactions during or after the year end that have a financial effect on the council.
9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.	<p>The Council as trustee of the Woodley Memorial Recreation Ground is required to make an annual return to the Charity Commission and for 2021/22 this was submitted on 10 November 2022.</p> <p>Note 12 on page 10 of the financial statements sets out the financial information in respect of the charity. The charity has no funds and is therefore not required to be independently examined.</p>

Ashok Basra
Responsible Financial Officer
22 June 2024

Kevin Murray
Woodley Town Council

28 May 2024

Dear Kevin

Woodley Town Council - Internal Audit 23-24
Final Audit Report

The internal audit of Woodley Town Council for the 23-24 financial year is now complete. I am pleased to be able to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with no comments.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 23-24. Recommendations are set out at Appendix A

The audit was carried out in the course of four visits stages. Interim audits were carried out on 21 November, 23 January, and 21 March. At these audits I reviewed financial and governance controls, and carried out transaction testing. The final audit was carried out remotely on 28 May and concentrated on the statement of accounts and balance sheet.

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Company Registration Number 14174016
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A. Books of Account **First Interim Audit**

The Council uses the RBS Omega accounting system, an industry specific accounting package to record accounting transactions. Woodley also uses the following modules supplied by RBS that feed directly into the accounting system:

- allotments
- purchase ledger
- sales ledger
- Purchase ordering has been added since my last audit and is being used
- The asset register module has been purchased and is being populated in preparation for the 23-24 accounting statements, following a recommendation raised at last audit.

The Council has appointed the previous Assistant Clerk as Town Clerk, and the Finance Officer has been appointed to the post of Responsible Finance Officer (RFO) since my last audit. Day to day accounting is carried out by the RFO, who is a very experienced user of the Omega accounting system.

The Omega system is used to report and record the financial transactions of the Council. A review of the cashbook shows that all data fields are being entered, supporting documentation is easily located from references recorded on the general ledger. Reconciliations tested were up to date at the time of the audit.

I have tested the brought forward balances against the audited prior year annual return and can confirm these have been brought forward correctly. Box 7 on the audited accounts for 22-23 was £3,229,008. This agrees to the period 0 balance sheet on Omega.

The Council is VAT registered, necessary because of the income generating activities at the Council. I have confirmed that the Council's VAT returns were up to date, with the claim for the 3 months to 30 September 2023 submitted to HMRC on 4 October 2023. I checked that balances in the return could be agreed to schedules produced by the accounting system.

The Council has acted appropriately following the Chelmsford City Council tribunal decision on the provision of sport and leisure facilities by local authorities. The impact of this decision is that local authority sports services can be treated as non-business and outside the scope of VAT. I note the following actions have been taken by WTC in response to this decision

- Council has stopped charging VAT on use of sports facilities by the public
- An immediate claim was submitted for quarter 4 2018-19 to ensure this claim was not timed out
- The Council is now working on retrospective claims to reclaim VAT on hire of sport facilities. NALC guidance has been followed, and the Council is working with HMRC to finalise the claim to be made. It is likely that the retrospective claim will exceed £140K.

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I discussed access to the Council's accounting system with the Town Clerk. It was confirmed that the RBS applications are now held on the Town Clerk's computer, and that going forward:

- Assistant Town Clerk will also have access to RBS applications from their computer
- Town Clerk and Assistant Town Clerk will familiarise themselves with key RFO processes to enable them to act as back up, should this be required.

Third Interim and Final Audits

I note that the Council has completed the reclaim of VAT relating to the provision of sports services. A refund of £133K has been received, this has been checked to the Council bank account. I confirmed that the funds have been set aside in a CCLA deposit account.

The accounting statements have been agreed back to year end reports produced from the RBS accounting system. All comparatives reported in the financial statements have been agreed back to the audited 22-23 accounts, as published on the Council website. Box 7 to the accounts agrees to the year end balance sheet.

I confirmed that the VAT return for period January to March 24 has been completed and submitted to HMRC. VAT of £27,526 was reclaimed. VAT reclaimed has been agreed to a schedule of transactions on the RBS VAT report for quarter 4.

B. Financial Regulations & Payments

First Interim Audit

Financial Regulations were reviewed at Full Council in December 2022. The Financial Regulations are based on the NALC template, with local amendments to match controls in place at WTC. The Council are aware that a redraft of the model financial regulations is being worked on by NALC. This will need to be taken into consideration when the Council next reviews its own regulations. Standing Orders were last reviewed at the Council meeting in May 2023.

The Council gives authority to spend via the annual budget process. The budget is published annually in the budget book. Service managers are permitted to place orders for goods and services against approved budgets. Purchase orders must be raised for all orders where a contract is not in place.

Invoices are sent to the RFO. Once confirmation of receipt of goods or service has been confirmed, these invoices are loaded on to the purchase ledger and coded to the relevant cost centre. The RFO prepares the weekly payment run. All invoices are scanned and attached to a batch schedule and sent to the Clerk for review. The invoice batch is then sent to 2 from a panel of 4 councillors, who authorise invoices for payment. The payments are set up at the bank by the RFO and authorised by the Clerk (or back up bank signatories). Invoice batch and evidence of authorisation is filed by the RFO.

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The Council has a robust procedure in place to ensure that all expenditure is authorised in line with financial regulations. I selected a sample of 10 transactions from cashbook for the first 7 months of the financial year and tested the following:

- Transaction could be agreed back to invoice
- Purchase order in place and authorised appropriately
- Deputy Clerk had certified the invoice as ready for payment
- Payment approval slip was on file, authorized by 2 councillors,
- VAT accounting correct
- Expenditure appropriate for the Council

The Council has installed the purchase order module on the accounting system since my last audit. I was pleased to see in the course of my testing that this system is being used and produces commitment accounting entries for management accounts reports.

I have 2 recommendations:

- The Council is dependent on 2 councillors to carry out most of the work in authorising payments to suppliers. This work should be shared with other councillors who are authorised signatories to ensure sufficient back up is in place if main signatories are not available
- Evidence of approval to pay from councillors is not adequate. I recommend that email confirmation of approval to process payment runs is saved and stored with payment run filing.

Third Interim and Final Audits

Non pay expenditure per box 6 to the accounts amounted to £895,144 down from £1,064,784 in 22-23 .

I tested a sample of expenditure transactions for months 8-12. For all transactions tested I was able to confirm:

- Transaction could be agreed back to invoice
- Town Clerk had certified the invoice as ready for payment
- Email approval for the payment, authorized by 2 councillors, was on file
- VAT accounting correct
- Expenditure appropriate for the Council

One payment was made by direct debit. I checked that this payment was included in the schedule of such payments approved at Full Council on 5 December 23.

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New template financial regulations have now been issued by NALC. The Town Clerk confirmed that these will be reviewed over the course of summer.

C. Risk Management & Insurance

First Interim Audit

The Council's main insurance policy is with Hiscox Insurance. This was in date at the time of my audit with a start date of 1 April 2023, valid "until the policy is cancelled."

The Clerk confirmed to me that building valuations have been reviewed by an external expert in the course of 23-24, and this information shared with the insurer. This is necessary to maintain full insurance coverage. Asset updates are provided to the insurers as new assets are purchased.

9 buildings are insured. Asset insurance in place for 23-24 is set out below

Item description	Excess	Amount Insured
Total Buildings	£250	£11,469,481
Gates and fences	£250	£29,266
Fixed outside equipment	£250	£78,793
Street furniture	£250	£55,524
War memorials	£250	£35,219
Playground equipment	£250	£566,272
Sports surfaces	£250	£0
Other surfaces	£250	£154,524
Rent receivable	£250	

Insurance cover for cash held in Council Offices is set at £1000. I discussed this with the RFO, and this appears sufficient, as little cash is held across the Council.

Fidelity insurance is set at £250K, this appears low for a council with over £3m at bank at last year end. I recommend that this should be raised with the insurer.

The Council has purchased cyber insurance, which is held with OSR Cyber Plus. The Town Clerk confirmed this was in date at the time of my audit.

Third Interim Audit

The Council approved the Risk Management Strategy and Risk Register at the Full Council on 6 February 2024, after consideration by the Strategy and Resources Committee. The Woodley document is comprehensive, and appears to provide a comprehensive schedule of risks facing the Council, with an appropriate assessment of mitigation in place. I am satisfied that this is compliant with the requirements of the NALC Practitioners' Guide.

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D. Budget, Precept & Reserves

First Interim Audit

The 24-25 budget was being prepared at the time of my first interim audit. I will review in more detail at my next visit, but the Clerk was able to confirm that:

- Initial consideration of a three year financial plan is being put in place as part of the budget setting process
- A more detailed capital expenditure plan has been prepared. This is partly in response to a recommendation raised at my last audit, regarding the level of reserves held by the Council to support the asset base.

Third Interim and Final Audits

Reserves at 31 March 2024 were £3,413,689 (22-23 £3,229,009).

I confirmed with the Town Clerk that each standing committee receives a budget monitoring report at each meeting. I confirmed this by review of minutes of the January meeting of the Strategy and Resources Committee. Report SR1/24 is a presentation of the budget position for the committee at the end of month 9, which is supported by explanation by the Town Clerk. I have one recommendation. There is no presentation of the overall budget position of the Council in year. It is recommended that this is carried out quarterly in 24-25, and is reviewed by Full Council.

Budget setting for 24-25 has been completed. Minute 74.2 of the February 6 meeting of Full Council records that a precept of £1,164,500 was set and that the budget for 24-25 was approved. The 24-25 budget is detailed and was included in the agenda for this meeting. The budget shows a planned reduction of the general reserve by £165K, once contributions from earmarked reserves have been taken into consideration.

Earmarked reserves at year end stood at £2.624m. The most significant reserves are as follows:

- Capital Receipt Reserve RSV - £1,920K – Set aside to cover Woodley Centre Loan costs – This reserve should be renamed to ensure its purpose is clear
- Leisure Centre VAT reclaim - £133k – VAT set aside for WPLC works. This is reclaimed VAT resulting from the Chelmsford ruling, reclaimed in 23-24.
- 3g Carpet Reserve – £96K - football pitch refurbishment
- Capital Receipt Assets - £89K – capital receipt set aside.
- Capital Fund - £108K - increased for repairs costs.

Reserves have been reviewed in year, there is evidence of changes to reserve balances. I note that the Council is setting aside increased funds to cover future building repair and maintenance costs. Continued monitoring of these reserves will be required to ensure adequate funds are set aside.

The general reserve at 31.3.24 was £788K. This is around 65% of precept, which is towards the upper end of recommended levels set out in the JPAG Practitioners' Guide. This is sensible at Woodley, where significant non precept income is generated.

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E. Income

Second Interim Audit

I visited Woodford Park Leisure Centre (WPLC) on 23 January 2024, with the aim of obtaining an overview of financial controls at WPLC, to inform my audit testing.

I carried out checks on the till and electronic sales system

- Till and cash float balances. I counted the till and cash float balances, accompanied by the RFO. Both were found to reconcile to system balances obtained from the till system.
- Access control to till and sales system. I reviewed access with the Centre Manager and confirmed all listed individuals are still employed at WPLC

I reviewed the gym membership system. I was able to confirm that

- The Centre Manager has a robust process in place for non-payment / failed payments by members. Balances are checked daily using the dashboard on the Gym Manager system, and there is evidence that all non-payment is followed up promptly, with membership suspended should payments not be brought up to date. There were a small number of unpaid balances on the system at the time of my review, with evidence of follow up in place in all cases.

WPLC uses the RBS booking module to collect booking income at WPLC. This is integrated with the accounting system at WTC. I carried out checks on the booking system at WPLC. I was able to confirm that for a small sample of transactions that:

- Bookings were marked as invoiced on the booking system
- Sales ledger balances were at an acceptable level at the time of my audit, with minimal balances older than 30 days old.

I have identified a small number of recommendations, but overall I consider financial controls at WPLC to be satisfactory. My recommendations are:

- The Leisure Centre Manager sets gym membership fees, this has been the position for a number of years. To ensure compliance with financial regulations, gym membership fees should be reviewed by Council alongside other fees and charges
- The location of the safe key at WPLC should be reviewed - ideally this should be stored in a locked or password controlled key safe
- The daily till process should be documented and issued to staff as part of induction processes
- Standing sales data on the room booking / gym manager and till system should be checked annually by the RFO to ensure it agrees to fees approved by Council. This review should be evidence and retained

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- I note that the RFO has access to key financial systems at the Leisure Centre. It is recommended a monthly checklist should be drawn up, the RFO should then access WPLC systems to check on areas such as gym membership balances / completeness of invoicing of room bookings / checks on till balances.

Third Interim and Final Audits

Precept per box 2 to the accounts was £1,195,649 (22-23 £1,225,628) This has been agreed to third party documentation provided by Central Government.

Income per box 3 to the accounts was £1,205,130 (22-23 £1,018,430).

I carried out testing of transactions for the whole financial year at these audits. I selected a sample of transactions from the cashbook in the following areas

- Gym membership credits – agreed from cashbook to gym management system, credit checked to report of gym payments
- Football pitch hires – agreed from cashbook to invoice then checked correct fees raised
- Sports centre cash and card credits – checked to till records and to bank statements
- Room hire - agreed from cashbook to invoice then checked correct fees raised

I have one recommendation to raise:

Partner football clubs are invoiced at off peak rates, I understand this is part of the funding agreement for the 3g football pitch. It is recommended that this agreement should be checked to see if it has expired. The partner club scheme should be approved as part of the annual fees and charges review, should the Council wish to continue with it

I reviewed the rental arrangement with one long term tenant. This is under review by the Town Clerk, with recommendations due to be presented at Strategy and Resources Committee in April.

F. Petty cash **Final Audit**

The Council holds petty cash balances of £525 across various sites. Petty cash is reconciled and counted each month by the Finance Officer. I checked the year end balance has been signed off as counted by the Town Clerk.

G. Payroll **Second Interim Audit**

The Council payroll is processed by an agency, Safeguard. Each month, the RFO compiles a schedule of payroll changes. These are sent to Safeguard, and the payroll is processed by the agency. Monthly payroll outputs are sent to the RFO and are checked prior to setting up of payments.

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I tested the payroll for August 2023. I agreed the payroll booked to the general ledger back to payroll documentation issued by Safeguard. I then selected 5 members of staff and agreed gross pay recorded on payroll back to a schedule of standing data maintained by the RFO, setting out scale points and salaries for all officers. No errors were identified.

I also checked the Council's account with HMRC. Payroll submissions were up to date and the account showed no payroll payments to HMRC were outstanding.

I have 2 recommendations

- Each officer employed by the Council should be issued a pay award letter each time there is change to the officer's payroll (annual pay rise / change to hours / promotion etc). This should state scale point / contracted working hours / annual salary
- The schedule of standing payroll information retained by the RFO should be checked against contracts for all officers at least once a year, and countersigned by the Town Clerk.

Final Audit

Staff costs per box 4 to the accounts were £1,205,130 (22-23 £1,018,430).

I have reviewed RBS reports and it appears that correct costs have been included within the staffing costs cell on the statement of accounts – all costs related to staff employed by the Council, and the only costs included were salaries, payroll taxes and pensions. This complies with AGAR instructions.

H. Assets and investments

3rd Interim and Final Audits

Fixed assets per box 9 to the accounts were £ 7,675,816 (22-23 £7,629,876)

I have agreed the balance in the accounts back to the asset register. The asset register records the following movements in the course of the 22-23 financial year

Additions - £ 45,940

Disposals - £ 0

Additions have been added to the asset register at cost – main items was wet pour surface at Malone Park, added at cost of £22K.

The fixed asset register is maintained on an excel spreadsheet. This document does not appear sufficient to enable the Council to maintain a proper asset register, and is not compliant with best practice set out in the NALC Practitioners' Guide. There are a number of assets with unclear descriptions, so it is not obvious what they are, and there are no locations. The Council has adopted a new fixed asset register policy in preparation for a review of the fixed asset register. I recommend that the Council validates the fixed asset register in line with the new policy. Assets should then be recorded on RBS asset management software.

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I. Bank reconciliations

First Interim Audit

The Council operates 7 cashbooks on the Omega accounting system. Each day the Finance officer logs on to Lloyds Bank and downloads bank statements. The bank statement and RBS cashbook are brought into balance on a daily basis. This is necessary at WTC, given the large number of low value transactions on the bank account, generated by the Leisure Centre.

Monthly bank reconciliations for all bank accounts are promptly after each month end. This is clearly evidenced in the Council's bank reconciliation file. The September 2023 bank reconciliation was tested in detail. I confirmed the following for all 7 cashbooks:

- The face of the bank statements and the bank reconciliations had been signed off by the reviewing councillor, Cllr Baker and the RFO
- All balances on the bank reconciliation were agreed back to bank statements / cashbooks
- Arithmetic checked for accuracy.

I have one minor recommendation. The Councillor completing the review of the bank reconciliation should report the results of this work to a meeting of Council at least once a quarter.

The Council reviewed the Treasury Management Strategy at the Full Council meeting in February 2024, after review by the Investments Sub Committee (minute 68).

Final Audit

Loans outstanding per box 10 to the accounts were £2,511,970 (22-23 £2,574,292)

The outstanding balance at 31.3.24 has been agreed to year-end PWLB statements published on the Debt Management Office website.

Cash per box 8 to the accounts was £3,467,064 (22-23 £3,242,409)

I reperformed the year end bank reconciliations. I was able to agree all balances on the bank reconciliation back to the RBS balance sheet and to supporting bank statements.

The year end bank reconciliations are due to be reviewed by a Councillor at the May meeting.

J. Year-end accounts

Woodley TC has produced accounts on an accruals basis, this is required as income / expenditure is above £200k. I confirmed that the Council has produced a reconciliation between box 7 and 8 of the accounts and a year on year variance analysis. These documents are reviewed by external audit.

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L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

Final Audit

As a larger Council, with income / expenditure in excess of £200K, Woodley is required to follow the 2015 Transparency Code. The Council meets the requirements of the Code by publication of information on the “Financial Information” page of the Council website. I checked the following information:

- Payments to suppliers - updated to end of March 2024
- Grants awarded - updated to show awards made to date in 2023-24
- Contracts - updated to end of 23-24

The Council has significantly improved reporting in this area, since my last review, and the website appears to demonstrate full compliance with the requirements of the Transparency Code.

M: Arrangements for Inspection of Accounts

First Interim Audit

Inspection periods for 22-23 were set as follows

Inspection - Key date	22-23 Actual
Accounts approved at Full Council	27 June Full Council
Date of Announcement	29 June
Inspection period begins	30 June
Inspection period ends	10 August
Correct length	Yes

I can confirm that regulations were followed in this respect and that the Council can therefore sign off that it has met control objective 4 on the annual governance statement.

N: Publication requirements 22-23 AGAR

First Interim Audit

I confirmed that the Council has correctly loaded the audited accounts, annual governance statement and audit certificate for 22-23 on to the Council website. The conclusion of audit certificate has been correctly published, with a date of 21 September, in advance of the 30 September deadline. The Council received a clear audit certificate from the external auditors dated 20 September so there are no matters to be taken into consideration in 22-23. The audit certificate was reported to Council at the October meeting of Full Council (minute 46).

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O. Trusteeship

Second Interim Audit

The Council is Trustee of Woodley Memorial Recreation Ground – Charity 300098. The Council submitted the annual return for 22-23 on 1 December 23, before the regulatory deadline.

I attach my invoice and the internal audit report from the AGAR for your consideration. Thanks for your help with the audit and please do not hesitate to contact me if I can be of any assistance. I look forward to working with you and Ash again next year.

Yours sincerely



Mike Platten CPFA

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Appendix A
Points Forward – Action Plan
First and second Interim Audits 23-24

Matter Arising	Recommendation	Council Response
Councillor review of payments	The Council is dependent on 2 councillors to carry out most of the work in authorising payments to suppliers. This work should be shared with other councillors who are authorised signatories to ensure sufficient back up is in place if main signatories are not available	Actioned. Payment authorisations now being split between signatories
Evidence of councillor review of payments	Evidence of approval to pay from councillors is not adequate. I recommend that email confirmation of approval to process payment runs is saved and stored with payment run filing.	Actioned. Payment approvals saved and stored with payment run filing
Fidelity insurance is set at £250K, this appears low for a council with over £3m at bank at last year end.	I recommend that this should be raised with the insurer.	Fidelity Insurance is £750k and reflects potential risk.
Bank reconciliation	The Councillor completing the review of the bank reconciliation should report the results of this work to a meeting of Council at least once a quarter.	In progress. Bank Rec confirmation to be reported to meetings of Full Council going forwards.
One invoice tested was for room rental by Optalis limited. I note from discussion with the Deputy	I therefore recommend that: - The room hire rate charged to Optalis is	Now actioned and approved at Council

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April Skies

Accounting

Town Clerk, that Optalis have not signed a new lease, and are invoiced as a room hirer. However, I was not able to agree the rate invoiced to Council fees or charges, or a minute of a council meeting confirming the amount to be paid by Optalis.	<p>approved at a Council meeting</p> <ul style="list-style-type: none"> - The Council seeks to finalise the lease with Optalis. At present this company are able to end the rental agreement with no notice. 	
Each officer employed by the Council should be issued a pay award letter each time there is change to the officer's payroll (annual pay rise / change to hours / promotion etc).	This should state scale point / contracted working hours / annual salary	Actioned. Pay award letters issued. Individuals will receive detailed letter when there is a change to their scale point/hours/salary
Payroll standing data	The schedule of standing payroll information retained by the RFO should be checked against contracts for all officers at least once a year, and countersigned by the Town Clerk	Actioned. Schedule signed annually by the Town Clerk
The Leisure Centre Manager sets gym membership fees, this has been the position for a number of years.	To ensure compliance with financial regulations, gym membership fees should be reviewed by Council alongside other fees and charges	Actioned. Gym Membership rates to be included with annual charge setting.
The location of the safe key at WPLC should be reviewed	Ideally this should be stored in a locked or password controlled key safe	In progress - locked key press to be installed
WPLC – safe key	The daily till process should be documented and issued to staff as part of induction processes	
WPLC - till and sales system	The daily till process should be documented and issued to staff as part of induction processes	In progress. Documented induction being implemented.
Standing sales data on the room booking / gym manager and till system should be checked annually by the RFO to ensure it	This review should be evidence and retained	

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Accounting

agrees to fees approved by Council.		
I note that the RFO has access to key financial systems at the Leisure Centre.	It is recommended a monthly checklist should be drawn up, the RFO should then access WPLC systems to check on areas such as gym membership balances / completeness of invoicing of room bookings / checks on till balances.	Actioned. Check list in place

Third and Final Audits 23-24

Matter Arising	Recommendation	Council Response
There is no presentation of the overall budget position of the Council in year.	It is recommended that this is carried out quarterly in 24-25, and is reviewed by Full Council.	In progress. Report to be presented to meetings of Full Council going forwards.
The Council has adopted a new fixed asset register policy in preparation for a review of the fixed asset register.	I recommend that the Council validates the fixed asset register in line with the new policy. Assets should then be recorded on RBS asset management software.	In progress

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**Explanation of variances in the AGAR accounting statements - Section 2
2023-2024
WOODLEY TOWN COUNCIL (BERKSHIRE)**

	2023	2024	Variances £	Variances %	Detailed explanation of variance	£
Section 2	3,293,068	3,229,009				
Box 2 Precept	1,225,628	1,195,649	-29,979	-2.45%	No comment required	
Box 3 Other income	1,018,430	1,205,130	186,700	18.33%	Central Costs 19,199 Ear Marked Reserves 0 Oakwood Centre 21,375 WTCP 14,729 Town Centre 15,000 Cil -14,441 Woodford Park Lc 230,404 Depot 71 Football 2,547 Cricket -173 Bowling Green 182 Woodford Park -198,811 Garden Of Remembrnce -1,146 Play Area/Open Spaces 0 Coronation Hall -961 Chapel Hall 2,679 Allotments -336 Amenities 0 Events 349 Public Toilet -98 Investment Activities -2,973 CCLA Activities 99,104 Smaller variances (aggregated) 0	19,199 0 21,375 14,729 15,000 -14,441 230,404 71 2,547 -173 182 -198,811 -1,146 0 -961 2,679 -336 0 349 -98 -2,973 99,104 0 186,700
Box 4 Staff costs	1,058,354	1,146,627	88,273	8.34%	Employer superannuation rate higher 20,98 Employer NI higher 5,280 Staff salary variances: Central Costs 37,590 Democratic Costs -1,011 Corporate Management -26,229 Oakwood Centre 15,056 WTCP 1,013 Woodford Park Lc 17,707 Depot 1,458 Football -2,977 Cricket 2,943 Bowling Green 1,331 Woodford Park 2,295 Garden Of Remembrnce 2,849 Play Area/Open Space 3,721 Coronation Hall 666 Chapel Hall 2,134 Allotments 908 Amenities 358 Events 215 Public Toilets 1,983 Smaller variances (net) 0	20,983 5,280 37,590 -1,011 -26,229 15,056 1,013 17,707 1,458 -2,977 2,943 1,331 2,295 2,849 3,721 666 2,134 908 358 215 1,983 0 88,273
Box 5 Loan interest & capital repayments	184,979	174,328	-10,651		Variation explanation not required March Capital payments in April 2024	

Box 6 Other payments	1,064,784	895,144	-169,640	-15.93%	Central Costs -1868 Democratic Costs 20510 Corporate Management 22899 Capital Programme 25516 Grants-S137 12427 Ear Marked Reserves -13780 Oakwood Centre -13,337 Maintenance Hq -10,395 Wtcmi 6,507 Town Centre 68 Cil 30,534 OC-Building & Facilities 3,990 Woodford Park Lc -44,749 Depot -981 Football 418 Cricket 1,069 Bowling Green -4,813 Woodford Park -263,584 Garden Of Remembrnce 298 Play Area/Open Space 23,495 Coronation Hall -6,170 Chapel Hall -782 Allotments 17,361 Amenities 528 Events -1,953 Public Toilet -3,017 Annual Grant 3,724 Youth Services 30,404 Investment Activities -3,959 Smaller amounts (aggregated) 0 -169,640
Box 7 Balances carried forward	3,229,009	3,413,689	n/a		General fund 789,059 Earmarked reserves Capital projects 123,501 Asset replacement reserves 25,369 Other specific projects 2,475,760 Aggregate per box 7 3,413,689
Box 8 Bank balances	3,242,409	3,467,064	n/a		See overall bank reconciliation Reserves per box 7 3,413,689 Less stocks -522 Less debtors -172,243 Plus creditors 226,140 Bank balances per box 8 3,467,064
Box 9 Fixed & long-term assets	7,629,876	7,675,816	45,940	0.60%	Long-term investments Purchases in the year 0 Cost of disposals written out 0 Other fixed assets Purchases in the year 45,940 Cost of disposals written out 0 45,940
Box 10 Long-term borrowings	2,574,292	2,511,970	-62,322	-2.42%	Annual repayments
Box 11 Charities' funds excluded	a	a	n/a		