

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 25 June 2024 at 8 pm**

Present: *Councillors J. Anderson (Chairman); G. Bello; D. Bragg;
A. Chadwick; D. Errawalla; M. Firmager; L. Guttridge; M. Holmes;
R. Horskins; C. Jewell; M. Kennedy; V. Lewis; B. Rowland;
D. Smith; B. Soane; A. Swaddle; J. Taylor*

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

Also present: *1 member of the public*

36. *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.*

37. **APOLOGIES**

Apologies were received from Councillors Baker, Charles Bey, Gilder, Nagra, Sartorel and Singh.

38. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

39. **MINUTES OF THE COUNCIL MEETING HELD ON 7 MAY 2024**

The Town Mayor presented the minutes of the Council meeting held on 7 May 2024.

The Deputy Town Clerk advised Members of two errors in the minutes, as published in the agenda; the date of the meeting had incorrectly been stated as 23 May 2023, and no proposer and seconder had been received in relation to minute 14. Both these had already been corrected in the copy to be signed.

RESOLVED

- ◆ To approve the minutes of the Council meeting held on 7 May 2024 and that they be signed by the Mayor as a correct record.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote: 0

40. **ACTIONS / FOLLOW UPS**

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

41. **COMMITTEE APPOINTMENTS**

RESOLVED

- ◆ To note that the Labour group appointments to the following committees:
 - Leisure Services Committee – Councillor Singh
 - Bulmershe SULV Joint Sub Committee – Councillor Taylor

42. **COMMITTEE REPORTS**

42.1 **Minutes of the Planning and Community Committee: 21 May 2024**

Councillor Soane presented the minutes of the Planning and Community Committee meeting held on 21 May 2024.

Minute 11.1 – EV Charging Points

In reference to the matter of the location of EV charging points on Wheble Drive, the Town Clerk agreed to chase Wokingham Borough Council for details.

Councillor Guttridge advised that she believed the disabled parking bays in Headley Road car park, which had been re-assigned after the installation of EV charging points, were below the required width. It was agreed feedback would be sent to Wokingham Borough Council.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 21 May 2024.

42.2 **Minutes of the Leisure Services Committee: 4 June 2024**

Councillor Smith presented the minutes of the Leisure Services Committee meeting held on 4 June 2024.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 4 June 2024.

42.3 **Minutes of the Strategy and Resources Committee: 11 June 2024**

Councillor Swaddle presented the minutes of the Strategy and Resources Committee meeting held on 11 June 2024.

Councillor Swaddle updated Members that, following the meeting, the Members who had come forward, and therefore appointed to the Catering task & finish working group were Councillors Anderson, Bello, Bragg, Horskins.

RESOLVED:

- ◆ To receive the minutes of the Strategy & Resources Committee meeting held on 11 June 2024.

42.4 **Minutes of the Planning and Community Committee: 18 June 2024**

Councillor Soane presented the minutes of the Planning and Community Committee meeting held on 18 June 2024.

Minute 26 – Bus Shelters

It was noted Councillor Jewell had recommended at the meeting that Full Council be asked to consider recommending additional bus stops which might be suitable to be used by Trueform for advertising. Members were asked to feed any ideas back to the Deputy Town Clerk.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 18 June 2024.

43. **ANNUAL TOWN MEETING SUB COMMITTEE**

RESOLVED:

- ◆ To note Report No. FC 4/24 of the Annual Town Meeting sub committee meeting which took place on 10 June 2024.

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

44.1 **Financial Statements 2023/24**

The Town Clerk presented the Financial Statements for 2023/24

It was proposed by Councillor Swaddle, seconded by Councillor Soane, and following a vote Members:

RESOLVED:

- ◆ To approve the Financial Statements for 2023/24 and that they be signed by the Mayor and the Town Clerk.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote: 0

44.2 **Annual Internal Audit Report for 2023/24**

Members received the annual internal audit report as set out in the Annual Governance and Accountability Return.

RESOLVED:

- ◆ To receive and note the Annual Internal Audit Report for 2023/24.

44.3 **Annual Governance Statement for 2023/24**

The Town Mayor explained that it was the responsibility of Members to ensure that there is a sound system of internal control, including arrangements for preparation of the Accounting Statements. She went on to explain that Members had a responsibility to consider each of the Annual Governance Statements and vote as to whether, to the best of their knowledge and belief, they agreed with the statements.

The Town Mayor read each of the nine annual governance statements in turn. An individual vote took place regarding each statement, with each unanimously approved.

RESOLVED:

- ◆ To approve the Annual Governance Statements for 2023/24.

Voting for each individual statement:

For: 17 Against: 0 Abstentions: 0 No Vote: 0

It was proposed by Councillor Bragg, seconded by Councillor Swaddle, and following a vote Members:

RESOLVED:

- ◆ To approve the signing of the Annual Governance Statement 2023/24 by the Mayor and the Town Clerk.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote: 0

44.4 **Accounting Statements for 2023/24**

Members considered the Accounting Statements for 2023/24.

It was proposed by Councillor Horskins, seconded by Councillor Swaddle, and following a vote Members:

RESOLVED:

- ◆ To approve the Accounting Statements for 2023/24, and approve the signing of the Accounting Statements 2023/24 by the Mayor.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote: 0

45. **LEADER'S STATEMENT**

Members noted that in the absence of the Leader of the Council, there would be no Leader's Statement.

46. **OUTSIDE BODIES**

RESOLVED:

- ◆ To note the written reports from Town Council representatives on outside bodies provided to Members at the meeting, and included at **APPENDIX A**.
- ◆ To appoint the Councillor Soane as the Town Council's representative to the Museum of Berkshire Aviation Trust.

No Member was appointed to the vacant position as the fourth Town Council representative (to serve until 2028) to the Poor's Land Charity.

47. **TOWN MAYOR'S ENGAGEMENTS**

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

48. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

49. **PUBLICITY AND WEBSITE**

There were no suggestions for publicity and website items.

Following a query regarding marking the Town Council's 50th anniversary, it was noted the proposal to create a history timeline within the Oakwood Centre was being formulated and would be presented to the Strategy & Resources Committee.

Meeting closed at 8:28 pm

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 Clubc.</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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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	Robert Palmer Alms Houses
Name of Representative	David Bragg
Capacity appointed; e.g. trustee, director, observer etc	Trustee
Number of formal meetings held / invited (since last report or 1 May)	0
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	N/A
Please give a brief overview of the Outside Body for Council Members:	
The charity manages 6, 1Bedroom 2 Floor Houses together in a Grade II Listed Building in Sonning. A patio area for residents at the rear leads to allotments and a well-maintained garden at the front. All properties are occupied with all residents getting on well with each other.	
Please give a brief synopsis of the Outside Body's recent activities:	
The trustees meet 4 times per year at roughly 3 monthly intervals and 2 residents' meetings are held annually. The last meeting took place on 11 th April and the next meeting is planned for the 4 th July which I will unfortunately will be unable to attend due to the General Election called for the same day. The last residents meeting was on the 28 th May which revolved largely around maintenance issues. A Summerhouse is now complete and tables and chairs together with a new bench for residents' use have been installed.	
Please provide any additional information that Council Members might find useful:	
None	

Representative:	Cllr David Bragg	Dated:	24 June 2024
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