



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

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman) J. Anderson; G. Bello; A. Chadwick; K. Gilder;
R. Horskins; M. Kennedy; M. Nagra; B. Rowland; A. Swaddle

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 11 June 2024, at which your attendance is requested.

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

AGENDA

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**
To appoint the Chairman and Vice Chairman of the Strategy and Resources Committee for the 2024/25 municipal year.
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
4. **MINUTES OF THE MEETING HELD ON 16 APRIL 2024**
To approve the minutes of the Strategy and Resources Committee held on 16 April 2024 and that they be signed by the Chairman as a correct record.
(These minutes were provided in the Full Council agenda of 7 May 2024)

5. **ACTIONS / FOLLOW UPS**
To review the actions / follow ups arising from previous meetings of the committee. **(Appendix 5)** Page 5
6. **FINANCE**
- a) **Budgetary Control**
To receive **Report No. SR 18/24.** Page 8
- b) **Payments**
To note the payments as set out in **Appendix 6b.** Page 10
- | | Current account | Imprest account |
|------------|-----------------|-----------------|
| April 2024 | £246,243.34 | £69,804.31 |
- c) **CCLA PSDF Funds**
To note the updated position with regards to the Council’s funds within the CCLA Public Sector Deposit Fund (PSDF), as shown at **Appendix 6c.** Page 13
7. **OAKWOOD CENTRE INCOME UPDATE**
To note the following Oakwood Centre Income updates:
- a) **Bookings and Room Hire**
Room hire income for April 2024 was £4,205 against the budget target of £6,125. Income against budget is shown at **Appendix 7a.** Page 14
- b) **Catering Income**
Catering income through the contract with Brown Bag for April 2024 was £1,163 against the budget target of £1,313. Income against budget is shown at **Appendix 7b.** Page 15
8. **WOODLEY TOWN CENTRE PARTNERSHIP**
To receive the report of the Woodley Town Centre Partnership meeting held on 17 April 2024. **(Appendix 8)** Page 16
9. **CAPITAL PROJECTS SCHEDULE**
To note the update on Council projects, as given in **Appendix 9.** Page 18
10. **CLIMATE EMERGENCY ACTION PLAN**
To note the updates to the outstanding actions, as contained in Appendix C of the Council’s Climate Emergency Action Plan – updates provided in red. **(Appendix 10)** Page 19
11. **YOUTH GRANT APPLICATIONS**
To consider the recommendation from Leisure Services (4 June 2024 – Minute 10) to award a youth grant of £1,000 to ABC to Read.

The full application, along with the grant guidelines, has been provided for Members information at **Appendix 11 (CONFIDENTIAL).** Page 28
12. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
13. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

14. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that in line with Standing Order 12.2, in view of the confidential nature of the business about to be transacted in relation to contractual matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 15 on the agenda.
15. **CATERING PARTNER**
To consider **Report No. SR 19/24 (CONFIDENTIAL)**.

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ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		13 June 2023	
Minute	Action	Progress Update	Last Updated
7	The Leisure Services Committee to revisit, review and establish an appropriate SLA for the provision of Youth Services in Woodley by November 2023.	The working group have advised the likely completion date of their tasks will be November 2024.	18/01/24
8	Members requested that more information, including a full business case, be provided by the Town Centre Manager regarding the implementation of CCTV, with the matter being deferred to the next meeting.	CCTV tender closing date was 5 April. Tenders now to be reviewed before proceeding	11/04/23

Meeting Date:		12 September 2023	
Minute	Action	Progress Update	Last Updated
26	To reclaim incorrectly charged VAT from HMRC, and reimburse invoiced customers incorrectly charged VAT during the claimable period.	The Council has now received £133,690 from HMRC in respect of VAT that was charged on sports provision over a 4-year period. This sum has been placed in an earmarked reserve, with calculations being made for the reimbursement of invoiced customers who were charged VAT during the period.	18/01/24

Meeting Date:		21 November 2023	
Minute	Action	Progress Update	Last Updated
42	Cllr Baker advised that WBC Youth Council agreed to make a presentation to a future meeting of the Town Council, and to participate with the Working Group and Community Youth Partnership where appropriate.	Cllr Baker advised (mtg 23 Jan 2024) he had chased up WBC but had not received a response. Members commented that, at a Borough Full Council meeting, a suggestion was made for Councillors to attend a future meeting of the Youth Council instead. Cllr Baker said he would take this up with the relevant WBC Officer.	23/01/24

Meeting Date:		21 November 2023	
Minute	Action	Progress Update	Last Updated
43 a)	Council recruiting to the role of caretaker at Coronation Hall.	COMPLETE New staff member has started.	06/06/24
44	Town Clerk to look at Oakwood Centre Income information provided, in order to show usage in relation to capacity in addition to income, and the conversion rate of enquiries into bookings.	No progress – It is intended to review this in light of an overall review of marketing of Council facilities later in the year.	11/04/24
48	Potential for water bottle filling stations in town centre, with Rotary having offered funding, being explored with Wokingham Borough Council.	No progress.	18/01/24
57	Poor sound quality in Carnival Hall to be investigated to improve Full Council meeting recordings.	Acoustic panelling project approved at S&R (16 Apr).	11/04/24

Meeting Date:		23 January 2024	
Minute	Action	Progress Update	Last Updated
67	Town Clerk to provide IT Manual & IT Risk Assessment to Members	IT infrastructure being upgraded in July 2024 – updated documents to follow this work.	4/6/24
67	IT Hack to be added to Disaster Recovery Plan as a possible disaster.	IT infrastructure being upgraded in July 2024 – updated documents to follow this work.	4/6/24
72	Requested that LS Committee consider charges applied to OAPs / U-18's / Individuals on benefits.	To be considered by LS at September mtg, in preparation for setting 2025/26 charges later in the year.	11/04/24
73	Consider the installation of a borehole at the allotments.		
75	Officers to draft proposal to streamline grant approval process, and present to LS / P&C for consideration.	Not yet progressed. Aim is to present this for September's round of meetings.	06/06/24
76	Contact Leader of Reading Borough Council to discuss transfer of ownership of Wheble Park	Letter sent 7 February. No response (as of 16 Apr 2024) – Town Clerk confirmed he would chase	16/04/24

Meeting Date:		16 April 2024	
Minute	Action	Progress Update	Last Updated
85 b	Town Clerk to provide details of £300 payment made to Reading Ladies Bar on 9 February 2024	COMPLETE Payment relates to Reading Ladies Barbarettes (singing group)	06/06/24
89 b	Speed hump at Chapel Hall to get white line marking		
90.1	Update Community Grant Guidelines to reflect new maximum amount of £350.	COMPLETE Updated on website on 17 April 2024	06/06/24
91.1	To undertake Carbon Footprint Assessment of Council's activities	Organisation engaged – data worksheet being worked through – report will take 2-4 weeks after submission of worksheet.	06/06/24
91.3	To run a Climate Action Week in November 2024, in collaboration with Wokingham Borough Council.	Work ongoing	06/06/24
94	Town Clerk to present proposal to mark the Town Council's 50 th anniversary at future meeting		
95	Publicise community grant awards	COMPLETE Published online and on social media	06/06/24

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

**STRATEGY AND RESOURCES
COMMITTEE**

Month 1 8.33%

2024/25

Report No. SR 18/24

BUDGETARY CONTROL

Expenditure	Budget 2024/25	Actual Exp as at 30/04/2023	Actual Exp as at 30/04/2024	Actual Exp as % of Budget	
Description					
Central Costs	325,200	24,883	34,875	10.72%	New IT infrastructure
Democratic Costs	67,494	3,603	4,500	6.67%	
Corporate Management	479,121	70,616	79,739	16.64%	Insurance/memberships/HR advice paid at start of year
Capital Projects	45,000	45,000	0	0.00%	
Grants -Section 137	3,000	0	1,560	52.00%	Grants paid
Grants -WTCP	15,000	2,083	1,250	8.33%	
Oakwood Centre	203,038	11,552	21,180	10.43%	Repairs & Maint Contracts over
Woodley Town Centre Ptshp	89,975	3,612	3,417	3.80%	
Capital and Projects	184,978	6,677	17,328	9.37%	Loan repayments
	1,412,806	168,026	163,849	11.60%	

**STRATEGY AND RESOURCES
COMMITTEE**

BUDGETARY CONTROL

Month 1 8.33%

2024/25

Income	Budget 2024/25	Actual Inc as at 30/04/2023	Actual Inc as at 30/04/2024	Actual Inc as % of Budget
Description				
Central Costs	8,960	444	511	5.70%
Democratic Costs	0	0	0	0.00%
Corporate Management	0	0	0	0.00%
Capital Projects	0	0	0	0.00%
Grants -Section 137	0	0	0	0.00%
Oakwood Centre	136,122	7,704	8,884	6.53%
Woodley Town Centre Ptshp	89,975	10,300	5,215	5.80%
Capital and Projects	0	0	0	0.00%
CCLA Investment	141,750	0	14,322	10.10%
Total	376,807	18,448	28,932	7.68%
Net	1,035,999	149,578	134,917	13.02%

APPENDIX 6b

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

THE PUBLIC SECTOR DEPOSIT FUND

2023-2024

INTEREST CARRIED

FORWARD £223,390.29

INTEREST CURRENT

YEAR £29,173.45

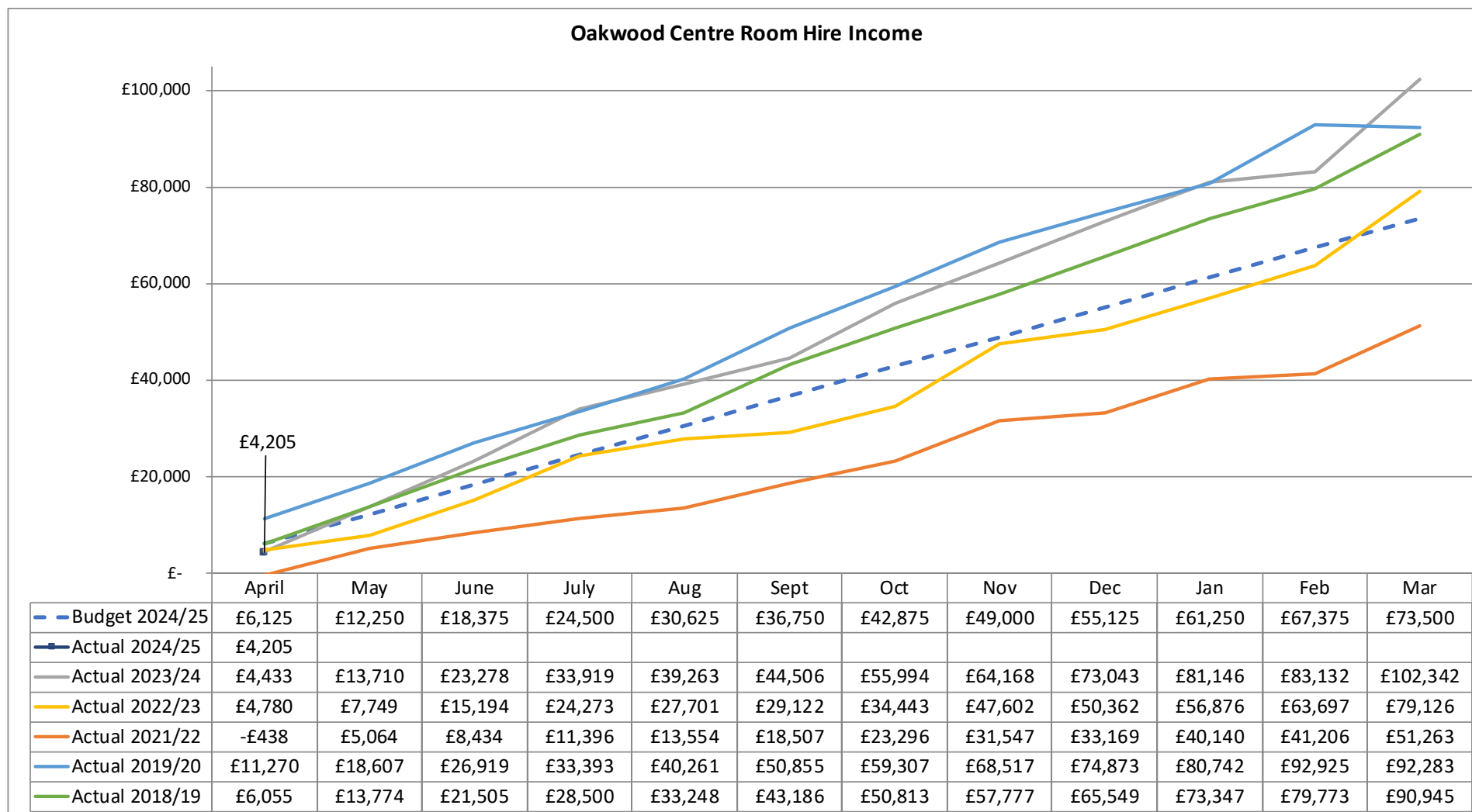
TOTAL INVEST INCOME	£252,563.74	Re-invested
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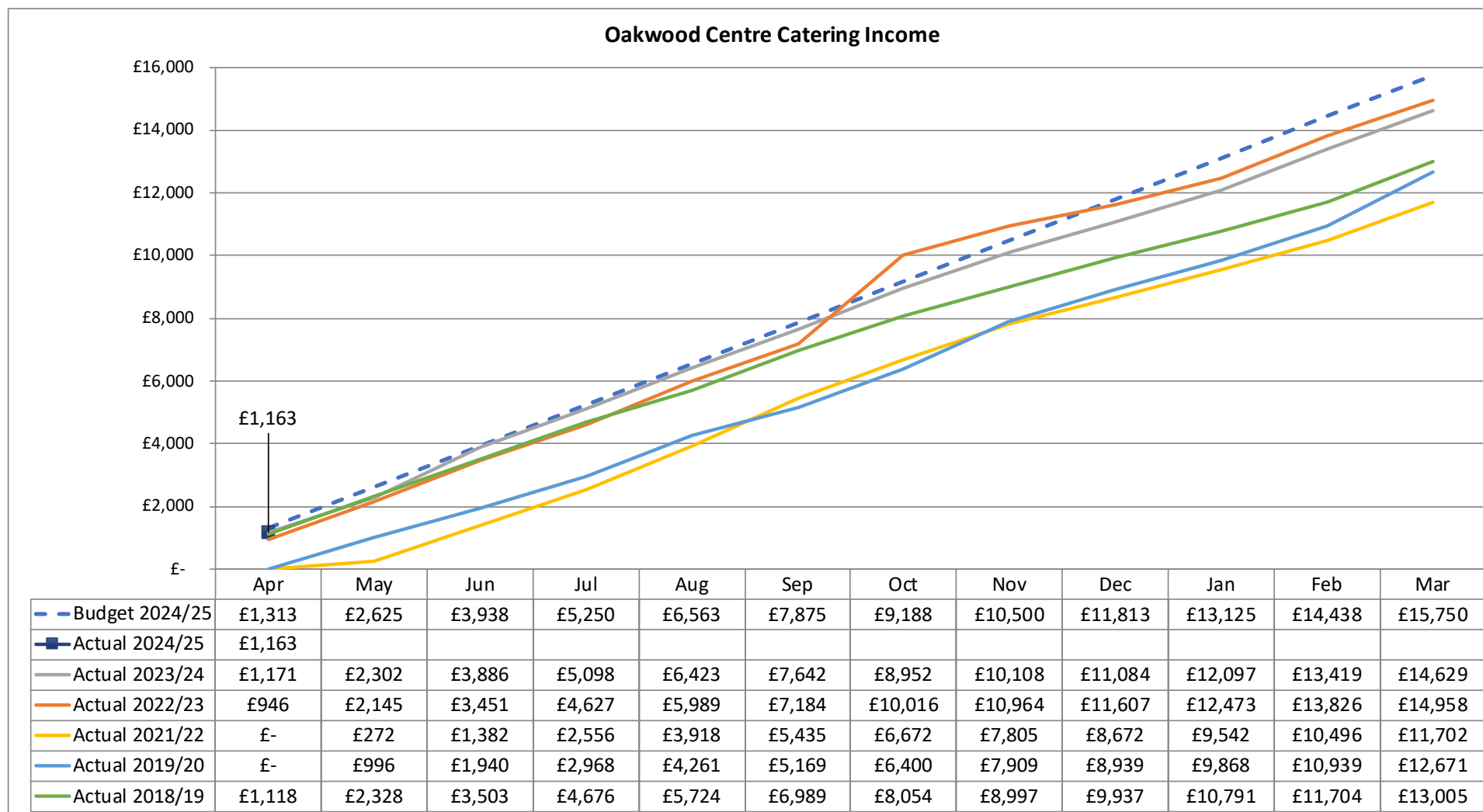
3,355,712.26

Woodley TC - PWLB	A/C 0144630002PC	Dividend	CB6 Investment	1096/702 Balance
Date	A/C PS3078896			
Balance Brought Forward				2,143,355.98
30 April 2024	1 Apr to 30 Apr 24	£9,186.96		2,152,542.94
31 May 2024	1 May to 31 May 24	£9,526.57		2,162,069.51
30 June 2023	1 June to 30 June 24			2,162,069.51
31 July 2023	1 July to 31 July 24			2,162,069.51
31 August 2024	1 Aug to 31 Aug 24			2,162,069.51
30 September 2024	1 Sept to 30 Sept 24			2,162,069.51
31 October 2024	1 Oct to 31 Oct 24			2,162,069.51
30 November 2024	1 Nov to 30 Nov 24			2,162,069.51
31 December 2024	1 Dec to 31 Dec 24			2,162,069.51
31 January 2025	1 Jan to 31 Jan 25			2,162,069.51
28 February 2025	1 Feb to 28 Feb 25			2,162,069.51
31 March 2025	1 Mar to 31 Mar 25			2,162,069.51
Total		18,713.53	0.00	18,713.53
Total re-investment to date		£162,069.51		
Original Investment		£2,000,000.00		
Percentage increase on original investment		8.1035%		
Payment of Loan	31 March 2025	275,000		
Payment of Loan	31 March 2025	500,000	2,000,000	
Payment of Loan	31 March 2026	1,225,000		

Woodley TC - INVEST	A/C 0144630001PC	Dividend	CB7 Investment	1097/702 Balance
Date	A/C PS3078895			
Balance Brought Forward				1,198,034.31
30 April 2024	1 Apr to 30 Apr 24	£5,135.01		1,203,169.32
31 May 2024	1 May to 31 May 24	£5,324.91		1,208,494.23
30 June 2023	1 June to 30 June 24			1,208,494.23
31 July 2023	1 July to 31 July 24			1,208,494.23
31 August 2024	1 Aug to 31 Aug 24			1,208,494.23
30 September 2024	1 Sept to 30 Sept 24			1,208,494.23
31 October 2024	1 Oct to 31 Oct 24			1,208,494.23
30 November 2024	1 Nov to 30 Nov 24			1,208,494.23
31 December 2024	1 Dec to 31 Dec 24			1,208,494.23
31 January 2025	1 Jan to 31 Jan 25			1,208,494.23
28 February 2025	1 Feb to 28 Feb 25			1,208,494.23
31 March 2025	1 Mar to 31 Mar 25			1,208,494.23
Total		10,459.92	0.00	10,459.92
Total re-investment to date		£90,494.23		
Original Investment		£1,083,000.00		
Percentage increase on original investment		8.36%		

APPENDIX 7a





Meeting of The Woodley Town Centre Partnership Management Committee

Held at the Oakwood Centre, Headley Road, Woodley, RG5 4JZ On Wednesday 17 04 24.

Cllr M Holmes	Chairman & WTC Rep	M Risby	Woodley Resident
M Dalton	Woodley Trader	M Millard	Woodley Resident
B Fennelly	Town Centre Manager	I Hills	Woodley Resident
Cllr T Skuse	WBC Representee	J Wright	Woodley Resident
C Lawley	Woodley Resident	Cllr K Gilder	Woodley Resident
G Cranford	WBC Economic Development Officer	J Palterman	Saturday Market Manager
S Botham	Thames Valley Police	P Birt	Woodley Resident
D Stone	Thames Valley Police	T Bowker	Woodley Car Boot Organiser

ITEM 1 – APOLOGIES & WELCOME

M Ashwell, Cllr K Baker, Cllr B Rowland, C Towse

**ITEM 2 – TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 18th JANUARY 2024
MATTERS ARISING FROM THE MINUTES**

There has been some interest in the vacant NatWest building but we are unable to say for definite who will be taking the premises.

There are still outstanding repairs in the town centre. In particular a damaged bollard, missing seating and uneven paving BF to pursue these matters with WBC.

The minutes were approved.

ITEM 3 – POLICE REPORT

Sergeant Simon Botham advised the committee that the PCSO team is now based back in the Oakwood Centre from 8th April 2024. This news was welcomed by the committee.

As a result, patrols have increased in the town centre.

Sgt Botham gave a summary of the activity the police had been undertaking recently.

ITEM 4 - WOKINGHAM BOROUGH COUNCIL OFFICER REPORT

GC Briefed the committee on a survey of the business community in Woodley being undertaken by WBC. It is planned that WBC officers will engage with local shops.

GC reported that the Jobs Fair held in the Oakwood Centre on 25th January 2024 was a great success, The TCP committee expressed the wish that a further Jobs Fair will be held later this year.

ITEM 5 - FINANCIAL UPDATE

BF presented his year-end report

Income - These are challenging times and the drop in income has been driven by the performance of markets and promotional stands. This is reflected nationally for outdoor markets, as the cost-of-living bites, particularly for the artisan markets, this is in addition to traders finding it difficult to sustain their businesses during Covid.

Expenditure – Slightly more than anticipated but pretty much in line with the budget and going forward grateful to WTC for the increase in funding to £25,000.000, which was very much appreciated.

The floral displays in Library Parade were reduced this year.

The £15,000.00 contribution from TVP has been ring fenced for CCTV.

ITEM 6 – TOWN CENTRE MANAGER’S REPORT

BF presented his report.

TCP funding remained under pressure in 2023/2024.

BF expressed his gratitude to WTC for the emergency funding of £10,000 in addition to the usual annual contribution of £25,000.

BF also reported that £10,000 has been from the UK shared prosperity fund as a contribution to our New Christmas Lights and new promotional banners in the town centre.

The Barnardo's Charity Shop has recently closed meaning that we now have three empty units. This is still way below the national average for vacancies and landlords' agents have advised that they are very confident of letting all three units in the near future.

BF also updated the committee that WTC had agreed to put the proposed CCTV system out to tender and are currently reviewing the applicants.

The BID has unfortunately not managed to get the level of support needed to take the project forward. As a result, we are reluctantly having to cancel the plans.

ITEM 7 – SATURDAY MARKET MANAGER'S REPORT

JP reported although reasonably steady, the number of traders is down and recruitment is ongoing.

MH thanked Jonathan and his wife for their continued hard work.

ITEM 8 – ANY OTHER BUSINESS

There was a request that future meetings start at 6.15pm to allow members to park after the day time parking rate ended.

Meeting finished at 19.50

Dates of next Management Committee meetings for 2024/2025 at **6. 15 pm**

Wednesday 17th July 2024

Wednesday 16th October 2024

Wednesday 15th January 2025

CURRENT CAPITAL PROJECTS SCHEDULE

Jun-24

PROJECT	ALLOCATION	FUNDED	STATUS	EXPECTED COMPLETION	COMMENT
Oakwood Centre Toilets	70,000	Capital Programme	Scheduled	Aug-24	Contractor appointed
Coronation Hall Kitchen	3,000	Capital Programme		TBC	
Chapel Hall Kitchen	3,000	Capital Programme		TBC	
Water refill station - WPLC	2,500	Capital Programme		TBC	Unit purchased - awaiting installation
Replace Notice Boards	5,600	Capital Programme		TBC	Assessing locations and unit design
Coronation Commemorative Seating	6,500	Capital Programme		TBC	Design approved by Leisure Services Committee
Grass Reinforcement - Memorial Ground path	7,000	Capital Programme	COMPLETE		
Malone Park - replace safety surfacing	22,000	Play Area EMR	COMPLETE		
Boilers Oakwood Centre - replacement	30,000	CIL	COMPLETE		
Christmas Lighting	10,000	Capital Programme	COMPLETE		
WPLC Heating System	40,000	Capital Programme	COMPLETE		
Replacement flat bed pickup (used)	5,000	Capital Programme	COMPLETE		
Line Marking - car parks	6,000	Capital Programme	COMPLETE		

APPENDIX C – Outstanding Actions

CONSUMPTION



C1 - SWITCH ALL ENERGY ACCOUNTS TO 100% RENEWABLE SOURCED ENERGY							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Install Solar Panels at Coronation Hall.	2	2	2	2	6	By 2027	No progress at this stage. Aim to consider solar panels & battery to make building self-sufficient
Move to 100% 'green' gas - from renewable sources.	2	3	3	3	9	Feb-23	All gas accounts changed to 100% carbon offset from February 2020 on a 36-month contract. Although this contract is technically 100% carbon neutral, the energy is only partially sourced from renewable sources. The remainder is carbon offset through projects elsewhere. Continuing to aim to move to 100% 'green' energy.

C2 - UPGRADE ALL LIGHTING TO LED THROUGHOUT THE COUNCIL'S BUILDINGS AND FACILITIES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Install LED Lighting at The Oakwood Centre	2	2	2	2	6	By 2026	Phase 1 & 2 works completed – Spot lights & Wall uplighters. Phase 3 – Strip lighting planned for 2025/26. Theatre lighting to be considered separately.

C3 - HARVEST RAINWATER FROM COUNCIL BUILDINGS AND FACILITIES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Install harvesting systems in all possible locations at the Oakwood Centre.	3	1	3	2	6	By 2023	Harvesting tank installed – 2022. Monitoring capacity of tank; will consider other locations / increased capacity if tank does not meet demand.
Install modular units at the allotment site	3	2	1	1	4	By 2026	Modular units £1k-1.5k per unit (2022) – 3 or 4 needed. Investigating other, more suitable / beneficial harvesting options, including personal water butts / bore hole.
Move to using grey water for flushing toilets, irrigation etc	3	1	1	2	4		Unable to use grey water at the Oakwood Centre due to nature of the building. Will ensure consideration is given in other buildings.
Install harvesting system at Coronation Hall	3	1	2	1	4	By 2026	Will be considered in light of future project to refresh the community orchard.
Install harvesting system at WPLC	3	1	2	1	4	By 2029	To be considered as part of wider redevelopment plans at WPLC.

C4 - REDUCE PETROL/DIESEL CONSUMPTION OF GROUNDS MAINTENANCE MACHINERY/OPERATION							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Move to electrical trimmers / mowers	1	2	1	1	4	By 2029	Electric models currently cost-prohibitive, comparing power/size/durability with petrol models - will be considered as and when replacements are needed.
Move to electrical maintenance vehicles	1	1	2	2	5	By 2030	Viability and cost to be considered as vehicles come to the end of their life - to consider the option for leasing electric / hybrid vehicles.

C5 - REDUCE CARBON FROM STAFF COMMUTING TO WORK BY CAR							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Introduce cycle to work schemes	3	3	1	1	5	By 2025	Review potential cycle to work schemes for staff that drive to work.
Install EV charging points in Council car parks	3	1	2	3	6	By 2028	Review government grant opportunities

C6 - ASSESS AND REDUCE CARBON IMPACT OF PURCHASING GOODS AND SERVICES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Ensure plastic free procurement	3	2	2	1	5	Ongoing	Already take into account environmental impact when considering purchases, including avoiding plastic where possible.
Move to a paper free office environment	3	2	2	1	5	Ongoing	Carbon neutral officer paper is now purchased. Printing is reduced where possible through changes in practices and more effective electronic working.
Procure from local / lowest carbon producing suppliers	3	3	2	1	6	Ongoing	All managers now request environmental policies from suppliers and contractors. All tender invitations now contain a climate emergency statement and require submissions to address this.

WASTE



W1 - REDUCE WASTE SENT TO LANDFILL							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Develop plan by service / building to move toward zero waste to landfill	3	2	2	2	6		@ the Oakwood Centre - 2x general & 1x mixed recycling commercial waste bins replaced with 2x mixed recycling & 1 glass recycling bin, plus 1 small container for general waste – reduced volumes of general waste now disposed of with Amenities team waste in skip at maintenance yard, with waste processed, segregated and recycled where possible by waste contractor.
Introduce recycling points at Council buildings (ie Terracycle)	3	2	3	2	7	By 2024	Considering signing up to teracycle schemes and utilising Council buildings as recycling hubs for non-household recyclables.
Install segregated litter bins in parks and buildings	3	2	1	1	4	By 2025	Segregated litter bin trialled successfully in Malone Park in 2023 - Plan to install across other parks in phases. Segregated litter bins now rolled out in the Oakwood Centre. A trial segregated bin has been located in the Leisure Centre function room. Plan to roll out an additional 10 bins in future. 3G pitch & bin store at Leisure Centre has segregated bins.

W2 - REDUCE/ERADICATE SINGLE USE PLASTICS THROUGHOUT COUNCIL OPERATION AND SERVICE AREAS.							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Work with Catering Partner to reduce/eradicate single use plastics and achieve consistent approach	3	3	2	1	6	By 2025	Amenities Manager has worked with catering partner to improve recycling – new waste bin setup at the Oakwood Centre has also promoted this. Recycling rates to be monitored.
Eradicate use of plastic cups	3	3	3	1	7	By 2024	Plastic cups no longer purchased for the Oakwood Centre – glasses and paper cups, where required, are provided. Plastic cups in other buildings to be reviewed.
Provide internal external water points for refilling water bottles	3	1	2	2	5	By 2025	Water refill station to be installed at WPLC during 2024/25. Plans to introduce external refilling stations at the Oakwood Centre and in the Town Centre in development.
Provide staff with 'keep cups'	3	3	3	1	7	By 2024	No progress.

W3 - ERADICATE CARBON RELEASE FROM BURNING/BONFIRES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Prohibit bonfires at allotment site	1	3	2	1	6		Tenancy agreement changed for 2025 to prohibit bonfires, but consultation ongoing with tenants to re-consider this, and explore options and alternatives. Allotments Waste survey due to be rolled out to tenants beginning of June 2024.

ENGAGEMENT



E1 – RUN CARBON NEUTRAL EVENTS

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Reduce / offset carbon related to running Town Centre events including markets	3	3	2	1	6	By 2025	Need to review with Town Centre Manager.
Consider impact of events, including those run by external hirers (ie funfairs), on Council land, and consider possible carbon offsets	3	2	2	1	5	By 2025	No progress to date.

E2 - ENCOURAGE BEHAVIOUR CHANGE

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Work with Wokingham Borough Council with a view to organising a Woodley Carbon Reduction Community Conference.	n/a	2	1	1	4	By 2024	Climate Action Week in November announced at Annual Town Meeting (May 2024) - planned for 18-23 November 2024. Officers working with WBC's Climate Emergency team to arrange events.
Work with Woodley Town Centre Partnership on local business initiatives and involvement	n/a	3	2	2	7	Ongoing	No progress to date.

E3 - PARTICIPATE IN AND PROMOTE WIDER INITIATIVES E.G. WOKINGHAM BOROUGH COUNCIL CLIMATE EMERGENCY PLAN

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Continue to promote initiatives on Council's Climate Emergency Information Hub, and ensure this is kept up to date.	n/a	3	3	1	7		Ongoing promotion of Climate Emergency Hub planned in social media schedule. Various Climate Emergency newsletters signed up to – all reviewed, when received, and new / applicable initiatives added to hub where appropriate.

E4 - ENSURE ON-GOING COMMITMENT AND CONSISTENT APPROACH

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Involve relevant staff in the preparation of the action plan, and ensure all staff are aware of its contents and take ownership of actions in their area of responsibility.	3	3	2	2	7	Ongoing	Staff involved in the creation of this action plan, and all staff provided with plan. More work to be done to ensure on-going ownership of items, including regular catch-up meetings.
Involve residents in the process and make aware of the content of the Action Plan. Consider and include suggestions and feedback where appropriate as part of the on-going process.	n/a	2	2	1	5	Ongoing	Climate Action Plan promoted at the Annual Town Meeting (May 2024). Climate Action Week (Nov 2024) to be used to continue to promote this and engage with residents.
Provide a Councillors 'Sign Up' to gain active support of the plan from individual Town Councillors.	3	3	2	1	6	By 2025	REMOVE Declaration adopted by Full Council in Dec 2019. Action Plan approved by S&R – last reviewed April 2024. Individual Councillor 'sign up' appears to provide little to no benefit.

OFFSETTING



O1 – INCREASE TREE PLANTING							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Plant trees on Council land	n/a	2	2	2	6	Ongoing	Option to purchase memorial trees in Woodford Park provided. Trees planted regularly. Consider introduction of formal bio-diversity plan.
Encourage individuals / organisations in the community to plant trees (through WBC / Woodland Trust / Sponsorship)	n/a	2	2	2	6	Ongoing	Local and national initiatives to be publicised through the Council's Climate Emergency Information Hub.
Use of moss for carbon capture	n/a	2	1	1	4		Need to consider the feasibility / benefit, then cost up.

STRATEGIC



S1 – INTRODUCE APPROPRIATE POLICIES & STRATEGIES TO SUPPORT THE CLIMATE EMERGENCY DECLARATION

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Develop detailed, realistic and achievable targets in the Action Plan – with progress reported back to the Strategy & Resources Committee.	n/a	3	2	2	7	Ongoing	Actions rationalised when new Action Plan drafted (March 2024). Awaiting outcome of Climate Impact Appraisal (Summer 2024) to help ensure targets are realistic and achievable.
Implement a Council Strategy for Cycling, with the aim of improving infrastructure and encouraging cycling.	n/a	2	2	2	6	By 2024	Strategy for Cycling adopted by Council (via Leisure Services) in 2023. Working group set up in 2024 to consider implementation of strategy.
Create a Biodiversity Action Plan	3	3	2	1	6	By 2025	No progress as yet

S2 – PROVIDE SUITABLE TRAINING & ENCOURAGE A GREEN MINDSET

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Provide carbon literacy training for all Councillors and officers	3	2	2	1	5	By 2025	No progress
Ensure any new buildings or major refurbishments are designed to include the use of sustainable materials, low operational energy and integration of renewable technologies.	2 & 3	1	1	3	5	Ongoing	

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