

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 22 April 2025 at 8:00 pm

- Present:** *Councillors K. Baker (Chairman); J. Anderson; G. Bello; A. Chadwick; K. Gilder; M. Kennedy; M. Nagra;*
- Officers present:** *K. Murray, Town Clerk; M. Filmore, Deputy Town Clerk; A. Basra, Finance Manager;*
- Also present:** *Cllr R. Horskins (Virtual Attendance)
Cllr D. Bragg; J. Taylor
Julian Russell; Lisa Thomas (Blue Horizon Ventures – Virtual Attendance)
2 members of the public*

79. **APOLOGIES**
Apologies for absence were received from Councillors Horskins, Rowland and Swaddle. Councillor Horskins attended the meeting virtually.
80. **DECLARATIONS OF INTEREST**
Councillor Kennedy – item 10 – Community Grants: Councillor Kennedy is the Town Council's appointed representative to the Woodley Volunteer Centre and a volunteer driver. Woodley Volunteer Centre have submitted a community grant application for consideration. As such, Councillor Kennedy took no part in the discussion or decision regarding the Woodley Volunteer Centre application.
81. **MINUTES OF THE MEETING HELD ON 21 JANUARY 2025**
RESOLVED:
♦ That the minutes of the Strategy and Resources Committee meeting of 21 January 2025 be approved and signed by the Chairman as a correct record.
82. **ACTIONS / FOLLOW UPS**
Members noted the actions and follow ups update, as provided in the agenda.

12 September 2023 – Minute 26

Following a query, the Finance Manager confirmed that no organisations have received a reimbursement of the VAT charged on sports provision to date. The Town Clerk confirmed that, in relation to the organisations identified to whom reimbursement was being attempted to be made, a maximum of just under £30k of the £133,690 could potentially be reimbursed. Councillors noted the reimbursement process required Officers to write to organisations and confirm that the organisations or person to whom the reimbursement was being made was the person who originally made the booking. It was also noted that the matter was complicated further as organisations would have to consider if they had already reclaimed VAT on the bookings they had made. A final date for organisations to contact the Council had been set as the end of May, following which point the remaining funds could be transferred to an earmarked reserve for the provision of leisure facilities, as previously determined. Following a further query, the Town Clerk confirmed that the Council did not have to repay any remaining funds back to HMRC.

23 January 2024 – Minute 73

In relation to the action to consider installing a borehole at the Reading Road allotment site, the Town Clerk confirmed the purpose of this was to reduce the use of mains water, which was currently supplied to the plots. He confirmed there had been no further progress with this, but would pick it up with the Allotment Tenants committee.

26 November 2024 – Minute 41

The Town Clerk confirmed that there had been no further progress with the extension of the lease agreement of Wheble Park. Members noted the Town Clerk had requested a draft new lease, with no request for any changes to the terms being presented by the Town Council, and that it was now awaiting Reading Borough Council to progress. The Town Clerk confirmed he was continuing to chase this matter.

21 November 2023 – Minute 48

With regards to the installation of the water bottle filling station in the town centre, the Town Clerk advised that the issue around who was permitted to install this had now been resolved. Should the item for consideration later on the agenda seeking approval for the use of funds to purchase the unit be approved, he advised that installation could take place around 6 weeks from the order. A request was made that Rotary be kept updated with regards to this in light of their donation towards the unit.

23 January 2024 – Minutes 67

Following a query, the Town Clerk confirmed there had been no further progress with updating the Council's IT Manual and IT Risk Assessment documents in light of the move to a new cloud-based IT environment. He advised he was working with the council's IT provider to resolve this.

10 September 2024 – Minutes 32

The Town Clerk confirmed that the recent purchase of a new delegate microphone system included the addition of an audio hearing loop system for use at the Oakwood Centre.

83.

ALAN CORNISH THEATRE

Julian Russell and Lisa Thomas from Blue Horizon Ventures (BHV), the theatre consultants who had undertaken the work to review the potential refurbishment and future events programme for the theatre, attended the meeting virtually, with Julian providing a brief summary of their final report.

The Deputy Town Clerk presented Report No. SR 8/25, detailing the recommendation for the Committee to approve that the Council proceeds with the refurbishment and theatre programme, as advised in the BHV report, with BHV also re-engaged to undertake the next stages of the project. He reiterated that, at the current time, the theatre is utilised around 25% of the time, and that the initial aim of the project was to future proof the venue for existing users whilst increasing the use of the space.

A suggestion was made that air conditioning should be considered as part of any works.

Following a query about who might manage the project, the Deputy Town Clerk explained that BHV had offered to support the Council and had the ability to manage the project on the Council's behalf. At this stage, he explained that the recommendation was for BHV to undertake the development of a business plan for the theatre and Oakwood Centre as a whole, and to develop a specification for, and undertake tendering of the technical upgrade element of the project. The requirement for BHV to be involved in any future stages of the project, for example recruitment, would be considered in light of the Council's resource position at that time.

A query was raised as to whether theatres of a similar size are financially viable. It was highlighted that the business plan in the BHV report showed that the theatre was viable, with Members noting that other smaller venues in the area, such as South Street Arts Centre, were successful. The Deputy Town Clerk also highlighted that, without investment, the space risked becoming unusable.

A comment was made that it was disappointing that Councillors had not been involved in the development of this project at an earlier stage, with the suggestion that a small working group should've been setup to consider the options and work with BHV. However, it was noted that the Strategy & Resources Committee approved that the project proceeds as it has to date, and that all Councillors were invited to contact BHV to feed their thoughts and opinions into their report.

A concern was also raised that the BHV report, in relation to staffing costs, did not reflect employer pension contributions. The Deputy Town Clerk advised that the purpose of engaging BHV to undertake the next stages of the project would be to develop the business plan in more detail as, previously, the scope of BHV's work did not extend to the Oakwood Centre as a whole. It was acknowledged that the Council already has staff dedicated to the centre, and so any additional resource to support the theatre's increased use would need to be reviewed in that context.

[DTC Note: The BHV report did include employee pension contribution amounts at the current rate in its calculations]

Following a query, it was confirmed that BHV's costs had been fully funded by the UK Government's Shared Prosperity Funding, which had been arranged via Wokingham Borough Council, in line with the decision of the Committee at an earlier meeting.

It was commented that the venue was a community asset, with the Council needing to get the most out of it for residents. It was also suggested that the staffing of the venue could be supported by volunteers, however, without technical upgrades, the venue would not be usable.

The Deputy Town Clerk advised that it was intended, should the project proceed, to be able to present the Committee with a finalised business plan, along with details of the technical upgrade works for funding approval, at the scheduled meeting in September. If, at that time, the business plan was not financially viable, then the Committee could choose not to fund the upgrades and reconsider the project.

It was noted that the approval in principle for the funding of the technical upgrades would be beneficial when applying for potential grant funding.

RESOLVED:

- ◆ To note Report No. SR 8/25.
- ◆ To approve that the Council proceeds with the proposed refurbishment of the Alan Cornish Theatre, including the development of a new business plan and programme strategy, in line with the recommendations set out in the report.

Voting: For: 6 Against: 0 Abstentions: 1 No Vote Recorded: 0

- ◆ To approve the engagement of Blue Horizon Ventures to undertake stages 2 (Project Preparation & Approval) and 3 (Tender Framework – Technical & Production Update) of the refurbishment project, as set out in the report, with the cost - £8,925 – funded from the Council's General Reserve.

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

- ♦ To approve, in principle, funding for the associated technical upgrades (circa £132k), with the precise method of funding to be determined by the committee once final costs are known and funding methods assessed.

Voting: For: 6 Against: 0 Abstentions: 1 No Vote Recorded: 0

84. **FINANCE**

a) Budgetary Control

The Town Clerk presented Report No. SR 9/25.

Following a query, the Town Clerk confirmed that Oakwood Centre income reflected a recharge from the Council for the use of space for council meetings.

A request was made that income / expenditure in relation to the theatre be separated from the Oakwood Centre into its own cost centre.

RESOLVED:

- ♦ To note Report No. SR 9/25.

b) Payments

Queries were raised as to the specifics of several payments. In response to these, the Town Clerk confirmed that payments to the PHS Group related to the provision of contract toilet hygiene services, £10k paid to the Cloudy Group related to the purchase and implementation of a new finance software system, £23k to SOS Ltd related to the replacement theatre winch system, and £41k to Arthur J Gallagher was in relation to the Council's insurances.

It was noted that the cost of the electricity supply to the town centre clock was very high. Members were advised this was due to high standing charges, and the Town Clerk confirmed he would look into this further with the intention of bringing further details back to the next Committee meeting.

It was confirmed that the regular £50 payment to EventU was for the rental of a projector for the theatre, and that this would no longer be required should the technical upgrades to the theatre proceed.

RESOLVED:

- ♦ To note the following payments, listed in **Appendix A** (January 2025), **Appendix B** (February 2025), and **Appendix C** (March 2025):

	Current account	Imprest account
January 2025	£122,209.52	£62,944.58
February 2025	£112,099.03	£65,110.86
March 2025	£953,818.46	£108,475.88

c) Internal Audit

Members praised the clarity of the internal audit report provided. In relation to the matters picked up in the second internal audit, the Town Clerk advised that unpaid invoices over 60 days were being followed up on and procedures improved to reduce instances of these. He also confirmed that the audit trail of staff salaries, which had been raised as an issue was being reviewed and a new HR system being implement which would improve this.

In relation to the retirement of the current Finance Manager, raised as an issue in the first internal audit, the Town Clerk confirmed that a lot of work was being undertaken reviewing and understanding the work of this officer, alongside implementing and learning a new finance system. He also confirmed a replacement had now been hired, with the replacement due to start on 28 April. This would provide a 5 week handover period before the retirement of the current Finance Manager.

Following a query regarding how often damage deposits were withheld in relation to venue hire, the Town Clerk confirmed that this was not regular but does happen occasionally. Members noted reasonable deposit amounts were only withheld in relation to demonstrable events, such as damage or additional cleaning costs, or where hirers overrun their booking time.

Members noted the technical link between the Council Offices and Woodford Park Leisure Centre's finance system was still broken. However, it was confirmed that Finance Manager was still able to access the information he needed from this system, and that the implementation of the new finance system would resolve this.

RESOLVED:

- ◆ To note the second interim audit report from the Council's internal auditors, as provided in the agenda.

d) 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.

e) Loans

It was requested that, in future, the loan information provided include the date repayments would cease or loans would mature.

RESOLVED:

- ◆ To note Council's outstanding Public Works Loans Board loan balances as at 31 March 2025, as provided in the agenda.

f) CIL

RESOLVED:

- ◆ To note the Council is due to receive £30,558.26 in Community Infrastructure Levy payments from Wokingham Borough Council in April 2025.

85. OAKWOOD CENTRE INCOME UPDATE

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

It was requested that the figures be re-issued to Members comparing actual income with revised estimates for the year.

RESOLVED:

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

86. **WOODLEY TOWN CENTRE PARTNERSHIP**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Partnership meeting which took place on 15 January 2025.

87. **CAPITAL PROJECTS SCHEDULE**

In relation to the expected completion of the new kitchen units at Chapel Hall, the Town Clerk confirmed he would seek an update from the Amenities Manager.

It was noted the schedule provided in the agenda provided a couple of out-of-date comments, and a request was made for these to be updated and the schedule re-issued to Members.

RESOLVED:

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

88. **COMMUNITY GRANTS**

Members considered the grant applications set out in the Report No. SR 10/25.

In line with the declaration made at the start of the meeting, Councillor Kennedy took no part in the discussion relating to the award of a grant to Woodley Volunteer Centre.

RESOLVED:

- ◆ To note Report No. SR 10/25.
- ◆ That, under the Localism Act 2011, the following grants be awarded:

Life Education Wessex & Thames Valley	£310	To fund the provision of one Educator, plus resources, for 2 days to deliver health, wellbeing and drug prevention education to approximately 480 children at Highwood Primary School
Woodley Volunteer Centre	£350	To pay towards advertising in local magazines for additional drivers.
Woodley Bowling Club	£350	To fund improved loft insulation and provide an insulated jacket for the cold-water tank.
Woodley Festival of Music & Arts	£350	To help towards the costs of venue hire, adjudicator and other professional fees, printing and publicity, and piano hire.
Young Person A	£100	To pay towards the costs associated with taking part and representing England in the Dance World Cup.
Young Person B	£100	(Sibling of Young Person B) To help towards the costs of venue hire, adjudicator and other professional fees, printing and publicity, and piano hire. (Sibling of Young Person A)

Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 1

89. **YOUTH SERVICE STRATEGY**

Members reviewed the updated draft Youth Service Strategy set out in the agenda.

It was requested that paragraph 17 of the Strategy be updated to state that clarify that “The Council will only fund services which take place within the Woodley Town Council boundary”, as the current wording was ambiguous and might be taken to mean the Council will fund all youth services taking place within Woodley.

RECOMMENDATION:

- ◆ That Full Council approve the updated Youth Service Strategy – 2025-30 - as provided at **Appendix D**.

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

90. **COMMUNITY HALL AND LEISURE CENTRE DEPOSITS**

The Town Clerk set out the recommendation from the Leisure Services Committee that the Strategy & Resources Committee approve deposit rates in relation to the hire of community halls and leisure centre spaces, as detailed in Report No. LS 13/25.

RESOLVED:

- ◆ To approve the deposit rates in relation to community halls and leisure centre spaces, as set out in Report No. LS 13/25.

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

91. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

The Deputy Town Clerk presented Report No. SR 11/25.

RESOLVED:

- ◆ To note Report No. SR 11/25.

92. **FUTURE BUDGETTING PROCESS**

The Deputy Town Clerk presented Report No. SR 12/25.

Members were also presented with an updated process timeline and advised that this had been changed following discussions with the Chairman of the Committee to focus initial attention on the residents’ consultation, followed by Councillor engagement.

It was noted that the intention was to share and publicise the proposed residents’ consultation as widely as possible, using both digital and physical forms of marketing. It was also noted there was an intention to provide an online survey and a reply-paid option to encourage as many responses as possible.

Following discussion, the Deputy Town Clerk confirmed the consultation would aim to seek residents’ indicative views on Council priorities and support for potential precept levels but would not seek specific support for detailed expenditure. It was commented that the survey should be brief, with no more than six questions, with the suggestion that any documentation could direct people to webpage where more detailed information could be provided for those who wish to understand more.

A question was raised as to the likely level of response. It was noted that a similar exercise during the Covid-19 pandemic had received over 1,000 responses and that this was a good opportunity to harvest the views of residents. It was also acknowledged that, as this would be the first year of this process, lessons would be learnt and the process adapted accordingly in future.

Members noted the consultation response analysis would be shared with all Members, and that it was hoped that this, along with Councillor feedback, would help shape the Council's priorities and associated budgets moving forward.

RESOLVED:

- ◆ To note Report No. SR 12/25.
- ◆ To approve the budget setting process and timeline in line with the proposed process set out at **Appendix E**.

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

93. **TOWN CENTRE WATER BOTTLE FILLING STATION**

RESOLVED:

- ◆ To approve the use of £4,148.50 from the Town Centre Community Garden earmarked reserve for the purchase and installation of a water bottle filling station to be located adjacent to the walled community garden in the town centre.

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

94. It was proposed by the Chairman, seconded by Cllr Gilder and

RESOLVED

- ◆ That as the business would not be completed by 10pm, in accordance with Standing Order 11.5 a), the meeting continue to no later than 10.30pm in order to complete the business set out in the agenda.

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

95. **OAKWOOD CENTRE FRONTAGE**

The Deputy Town Clerk presented Report No. SR 13/25.

Members discussed the proposals for the installation of a pergola at the front of the Oakwood Centre. It was noted that the glass barrier shown in the rendered images had not been included as part of the proposed costs but that, if Members wished for it to be included, this would cost an additional £15k.

A concern was raised that the project had been presented at this meeting out of the blue, having not previously been referred to by Officers nor mentioned at the time of budget setting for the year. Following a query regarding how the development was proposed to be funded, it was confirmed that the recommendation was for it to be funded from the Capital Programme Fund earmarked reserve. Funds are allocated to this reserve to fund capital investment such as this.

It was noted that four different designs of structure had been reviewed and that it was deemed this proposed design was the most suitable due to the flexibility of the roof, and the integration of lighting and heating.

Following a vote in relation to the recommendations included in the report it was:

RESOLVED:

- ◆ To note Report No. SR 13/25.

- ◆ To approve the allocation of £80,000 from the Council's Capital Programme Fund to fund installation of a pergola to the front of the Oakwood Centre.
- ◆ To approve the indicative design of the pergola, as set out in Report No. SR 13/25.

Voting: For: 5 Against: 1 Abstentions: 1 No Vote Recorded: 0

Councillor Kennedy requested it be recorded that he voted against the proposal.

Following a second vote, it was:

RESOLVED:

- ◆ To approve the allocation of an additional £15,000 from the Council's Capital Programme Fund to fund the installation of glass barriers as part of the pergola design in line with the rendered drawings provided in Report No. SR 13/25.

Voting: For: 5 Against: 1 Abstentions: 1 No Vote Recorded: 0

Councillor Kennedy requested it be recorded that he voted against the proposal.

96. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items raised by Members.

97. **PUBLICITY AND WEBSITE**

There were no publicity and website matters raised by Members.

98. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to personnel 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: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

99. **PERSONNEL SUB COMMITTEE**

The Chairman of the Personnel Sub Committee, Councillor Anderson, presented Report No. SR 15/25 of the Personnel Sub Committee meeting which took place on 14 April 2025.

RESOLVED:

- ◆ To note Report No. SR 15/25 of the Personnel Sub Committee meeting which took place on 14 April 2025.
- ◆ To create a new Democratic Support & Allotment Officer post (NJC SCP 18-22), in line with the job description set out at **Appendix E**.
- ◆ To appoint the current Administrative Officer – Level 1 to the new Democratic Support & Allotment Officer post, with the pay grade set as specific in Report No. SR 15/25.
- ◆ That the Communications Manager post be renamed and regraded to the Communications & Events Manager (NJC SCP 29-33), in line with the job description provided at **Appendix F**, with the employee's SCP set as specific in Report No. SR 15/25.
- ◆ That these changes take place as of 1 May 2025.

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

Meeting closed at 10:18 pm

Woodley Town Council**Current Account****List of Payments made between 01/01/2025 and 31/01/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
16-Jan-25	(Personal Information)	150.00	Call out/repair charge
16-Jan-25	(Personal Information)	220.00	WTCP-Sat Mkt Mgr
08-Jan-25	Alan Hadley Ltd	462.00	Refuse collection
08-Jan-25	Allder Glass Ltd	202.93	Repair glass - OC
22-Jan-25	ARC	5000.00	Grant - 2024/2025
22-Jan-25	ASAP Computer Services	716.10	Annual IT support/termination credit
16-Jan-25	Berkshire Tree Care	6564.00	Gardening services
08-Jan-25	Blue Horizon Ventures Ltd	4972.50	Alan Cornish Theatre study
22-Jan-25	Bowak Ltd	390.67	Cleaning supplies
08-Jan-25	Brake Bros Foodservice Ltd	340.36	Vending supplies
08-Jan-25	Broxap Ltd	1801.20	Cast Iron seats
09-Jan-25	Castle Water	82.43	Water rates
09-Jan-25	Castle Water	118.26	Water rates
13-Jan-25	Castle Water	2643.74	Water rates
16-Jan-25	Castle Water Ltd	12.45	Water rate-Town Ctr-Dec24
02-Jan-25	CF Corporate Finance Ltd	166.32	Qtrly lease photocopier-WPLC
22-Jan-25	Chattertots	3000.00	Grant - 2024/2025
22-Jan-25	Churchill Contract Services Ltd	1884.67	Contract cleaning
22-Jan-25	Cloudy Group Ltd	1154.45	IT support
02-Jan-25	Club Manager Ltd	106.80	Monthly gym support
22-Jan-25	CoolerAid Ltd	67.85	Bottled water
20-Jan-25	Crown Gas & Power	2379.20	Gas supply-OC Dec24
20-Jan-25	Crown Gas & Power	618.73	Gas supply-Coro H Dec24
20-Jan-25	Crown Gas & Power	787.88	Gas supply-Chapel H Dec24
20-Jan-25	Crown Gas & Power	2359.29	Gas supply-WPLC Dec24
20-Jan-25	Ecotricity	3204.95	Electric OC-Dec24
20-Jan-25	Ecotricity	2122.75	Electric WPLC- Dec24
20-Jan-25	Ecotricity	1049.80	Electric Depot-Dec24
20-Jan-25	Ecotricity	154.68	Electric-Coro H Dec24
20-Jan-25	Ecotricity	75.46	Electric Chapel H Dec24
16-Jan-25	EDF Energy 1 Ltd	109.98	Electric supp - Clock
10-Jan-25	Epos Now Ltd D/D	30.00	WPLC till monthly support
22-Jan-25	Eventu	50.00	Monthly projector hire
22-Jan-25	First Days Children's Charity	5000.00	Grant - 2024/2025
08-Jan-25	Fresh Berkshire Ltd	438.00	Catering service
10-Jan-25	Global 4 Communications	1199.47	Phone/Mobile-Dec24
08-Jan-25	Grabloader Ltd	432.00	10 Tonne MOT limestone
19-Jan-25	HMRC Cumbernauld	18020.63	Employee & 'er deducted from pay
22-Jan-25	Home-Start Wokingham District	2900.00	Grant - 2024/2025
08-Jan-25	Janitorial Direct Ltd	347.94	Cleaning supplies
08-Jan-25	JJ Martin(Catering Appliance)	2651.98	Oven/water softener
16-Jan-25	Lamps-Tubes Luminations Ltd	5875.50	Christmas lights/installation
27-Jan-25	Les Mills Fitness UK Ltd	231.30	Individual live program-Coach
15-Jan-25	Lloyds Bank D/D	291.70	Cardnet service fee char Dec24
28-Jan-25	Lloyds Bank D/D	53.48	Current 10Dec24-9Jan25
22-Jan-25	Loddon District Scout Council	3000.00	Grant - 2024/2025
08-Jan-25	Mailcoms Ltd	16.74	Franking labels
16-Jan-25	Mark Clifford Surveys Ltd (AV Asbestos)	144.00	Test-Asbestos Allot shed
15-Jan-25	Merchant Rentals Ltd	19.50	Cardnet Mach Jan25
15-Jan-25	Merchant Rentals Ltd	19.50	Cardnet Mach-Jan25
08-Jan-25	PHS Group	5335.10	Sanitary/Hygiene Jan25-Jan26
19-Jan-25	Prudential	300.00	AVC deducted from pay
07-Jan-25	SecureHeat	250.20	Monthly electric service
22-Jan-25	Select Environmental Services Ltd	1118.66	Refuse collection
02-Jan-25	SGW Payroll Ltd	149.66	Monthly-payroll fee - Dec24
31-Jan-25	SGW Payroll Ltd	149.66	Jan 2025-Paroll service fee
28-Jan-25	Siemens Financial Services	1236.62	Gym equip hire-27Feb-26Mar25
22-Jan-25	SLCC Enterprises Ltd	416.40	Job advertisement-RFO

16-Jan-25	Spot on Fitness Ltd	180.00	Pilates cover
22-Jan-25	SSE Energy Supply Ltd	242.23	Street lighting
08-Jan-25	Thames Valley Water Services Ltd	228.00	Monthly water checks
19-Jan-25	The Berkshire Pension Fund	23601.40	Employee & 'er deducted from pay
22-Jan-25	Trade UK - Screwfix	387.55	Building supplies
16-Jan-25	Wingfield Engineering Ltd	258.85	MOT & Service repair
02-Jan-25	Wokingham BC - Rates	2812.00	Rate WPLC Jan25
02-Jan-25	Wokingham BC - Rates	421.00	Rates Coro H Jan25
02-Jan-25	Wokingham BC - Rates	190.00	Rates Chapel H Jan25
02-Jan-25	Wokingham BC - Rates	1291.00	Rates-OC Jan25

Total Payments

122209.52

CLERKS IMPREST A/C

List of Payments made between 01/01/2025 and 31/01/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
08-Jan-25	(Personal Information)	30.00	Refund key deposit
08-Jan-25	(Personal Information)	200.00	Refund deposit
13-Jan-25	(Personal Information)	200.00	Refund deposit
22-Jan-25	(Personal Information)	114.40	Refund deposit
24-Jan-25	(Personal Information)	50.00	Refund deposit
24-Jan-25	(Personal Information)	75.00	Refund deposit
24-Jan-25	(Personal Information)	200.00	Refund deposit
24-Jan-25	(Personal Information)	15.00	Refund key deposit
29-Jan-25	(Personal Information)	200.00	Refund deposit
31-Jan-25	(Personal Information)	15.00	Refund key deposit
27-Jan-25	Adobe Systems Software Ireland	291.17	Acrobat Pro 25Jan25-24Jan26
07-Jan-25	Amazon Business Account	8.24	2ltr Hand scoop
07-Jan-25	Amazon Business Account	42.56	Heavy duty black sacks
08-Jan-25	Amazon Business Account	60.58	Large garden trolley
15-Jan-25	Amazon Business Account	47.89	Guide rail plunge saw
15-Jan-25	Amazon Business Account	47.89	Guide rail plunge saw
16-Jan-25	Amazon Business Account	18.94	Guide rail joining kit
16-Jan-25	Amazon Business Account	23.56	T hook manhole tool
17-Jan-25	Amazon Business Account	57.98	5 ltr Chem moss killer/sprayer
17-Jan-25	Amazon Business Account	25.99	Guide rail carry bag
22-Jan-25	Amazon Business Account	89.99	Round fence posts
22-Jan-25	Amazon Business Account	179.90	5MPH signs
29-Jan-25	Amazon Business Account	38.99	Toilet door lock
20-Jan-25	Centruywise Ltd	108.00	Pressure washer hose
09-Jan-25	DIY B&Q on-line	526.00	Building supplies
09-Jan-25	Driver & Vehicle Licensing Age	335.00	EN08 LXH-Van tax Feb25-Jan26
23-Jan-25	Fuel/Petrol Petty cash	62.50	Topup petty cash petrol
22-Jan-25	Lloyds Bank	58726.54	Net Jan 2025 payroll
10-Jan-25	Lloyds Bank D/D	16.43	Imprest 10Nov-9Dec24 fee
29-Jan-25	Massey Tractor Parts	16.30	Ferguson fan belt
23-Jan-25	PETTY CASH A/C	229.72	Topup petty cash
06-Jan-25	Sky Guard People safe	47.94	Monthly subscrip-Safeguard peo
22-Jan-25	The Defib Pad	53.82	Adult Defib pads
21-Jan-25	TV Licensing	169.50	OC TV License Jan25-Jan26
16-Jan-25	Yehlex UK	619.75	Club grade shuttlecocks

Total Payments

62944.58

Woodley Town Council**Current Account****List of Payments made between 01/02/2025 and 28/02/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
06-Feb-25	(Personal Information)	300.00	Routine pest control
06-Feb-25	(Personal Information)	220.00	Dec 24-Mkt Mgr
05-Feb-25	AGA Print Ltd	42.34	Sign/poster
06-Feb-25	AGA Print Ltd	124.96	Sign/poster/banners
07-Feb-25	Alan Hadley Ltd	462.00	Refuse collection
06-Feb-25	Allder Glass Ltd	818.87	O/C Hall glass replaced
20-Feb-25	Berkshire Lowland Search & Rescue	625.00	Christmas fayre marshalling
20-Feb-25	Blandy & Blandy LLP	1514.40	Professional service fee
20-Feb-25	BNP Paribas Leasing Solutions	415.20	Qtrly photocopier OC fee
20-Feb-25	Bowak Ltd	478.82	Cleaning supplies
06-Feb-25	Brake Bros Foodservice Ltd	305.12	Vending supplies
20-Feb-25	Brake Bros Foodservice Ltd	311.37	Vending supplies
20-Feb-25	Business Stream	52.27	Water rates
06-Feb-25	Castle Water	60.03	Water rates
07-Feb-25	Castle Water	3615.15	Water rates
20-Feb-25	Castle Water	88.60	Water rates
27-Feb-25	Castle Water	5.31	Water rates
28-Feb-25	Castle Water	42.99	Water rates
20-Feb-25	Castle Water Ltd	19.93	Water T Ctre 23Dec24-31Jan25
27-Feb-25	Churchill Contract Services Ltd	1884.67	Contract cleaning
06-Feb-25	Cloudy Group Ltd	10023.00	GovFin setup/training
20-Feb-25	Cloudy Group Ltd	1154.45	Monthly IT support
27-Feb-25	Cloudy Group Ltd	2010.00	GovFin subscription/training
03-Feb-25	Club Manager Ltd	106.80	Gym software support-new
27-Feb-25	CoolerAid Ltd	24.67	Bottled water
17-Feb-25	Crown Gas & Power	2786.02	Gas supply OC 31Dec24-31Jan25
17-Feb-25	Crown Gas & Power	606.54	Gas supplyCoro 31Dec24 27Jan25
17-Feb-25	Crown Gas & Power	583.89	Gas supplyChapel 31Dec24-27Jan
17-Feb-25	Crown Gas & Power	2595.37	Gas supplyWPLC 31Dec24-31Jan25
06-Feb-25	DANFO UK Ltd	717.72	Replace hand dryer
05-Feb-25	Earth Anchors Ltd	200.34	Red Bin sacks
20-Feb-25	Ecotricity	2200.82	Electric OC 1Dec24-1Jan25
20-Feb-25	Ecotricity	86.35	Electric Coro H 1Jan-27Jan25
20-Feb-25	Ecotricity	1938.97	Electric WPLC 1Jan-27Jan25
20-Feb-25	Ecotricity	66.58	Electric Chapel H 1Jan-27Jan25
20-Feb-25	Ecotricity	1411.20	Electric Depot 28Dec24-28Jan25
20-Feb-25	EDF Energy 1 Ltd	113.44	Electric-Clock
12-Feb-25	Epos Now Ltd D/D	30.00	WPLC till monthly support
27-Feb-25	Eventu	50.00	Monthly projector hire
06-Feb-25	Fresh Berkshire Ltd	457.20	Catering service
10-Feb-25	Global 4 Communications	5897.66	Early Termin-Hardware&setup
10-Feb-25	Global 4 Communications	1510.55	Phone/Mobiles
21-Feb-25	HMRC Cumbernauld	17758.20	Employee'r deducted from pay
05-Feb-25	JMVA Ltd	305.50	Hosting Website scubscription
27-Feb-25	JMVA Ltd	179.00	Website hosting charge
06-Feb-25	Lamps-Tubes Luminations Ltd	1192.50	Christmas lights removal
27-Feb-25	Les Mills Fitness UK Ltd	231.30	Gym live programme
14-Feb-25	Lloyds Bank D/D	410.57	Cardnet monthly service fee
20-Feb-25	LSW Secure Ltd	397.80	Keys cut
20-Feb-25	Lyreco UK Ltd	317.99	Stationery supplies
05-Feb-25	Me2 Club	250.00	Grant-Jan25
17-Feb-25	Merchant Rentals Ltd	19.50	Cardnet machine rental
17-Feb-25	Merchant Rentals Ltd	19.50	Cardnet machine rental
07-Feb-25	Origin Amenity Solutions	383.40	Gardening supplies
20-Feb-25	Pitney Bowes Ltd	253.00	Postage topup-Feb 25
21-Feb-25	Prudential	300.00	AVC deducted from pay
28-Feb-25	Public Works Loan Board	5874.06	PW505314 Capital/Interest
05-Feb-25	R.E.S. Systems Ltd	664.94	6m Fire alarm checks
06-Feb-25	R.E.S. Systems Ltd	840.00	6m Fire alarm checks
05-Feb-25	Reading Community Energy Soc Ltd	355.62	Solar Electric supply

06-Feb-25	SAS Land Services Ltd	960.00	Exavotor hire/delivery
06-Feb-25	SecureHeat	250.20	Monthly electric service
07-Feb-25	SecureHeat Ltd	330.76	Flat labour/parts
27-Feb-25	Select Environmental Services Ltd	880.04	Refuse collection
28-Feb-25	Siemens Financial Services	1236.62	Monthly gym equip hire
20-Feb-25	SLCC Enterprises Ltd	45.41	Charity Trustee book
20-Feb-25	Spot on Fitness Ltd	240.00	WPLC coach cover
20-Feb-25	SSE Energy Supply Ltd	242.23	Street electric supply
20-Feb-25	Technical Surfaces Ltd	399.00	3G Pitch service
20-Feb-25	Thames Valley Signs Ltd	3674.64	History timeline signs
20-Feb-25	Thames Valley Water Services Ltd	626.40	Monthly water/temp checks
21-Feb-25	The Berkshire Pension Fund	24063.29	Employee'r deducted from pay
20-Feb-25	Trade UK - Screwfix	1755.26	Building supplies
20-Feb-25	Travis Perkins Trading Co	29.96	Building supplies
20-Feb-25	Tudor Environmental	64.74	Gardening supplies
20-Feb-25	Wokingham Borough Council	1589.00	WTCP Street trading consent

Total Payments

112099.03

CLERKS IMPREST A/C

List of Payments made between 01/02/2025 and 28/02/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
05-Feb-25	(Personal Information)	50.00	Refund deposit
21-Feb-25	(Personal Information)	200.00	Refund deposit
25-Feb-25	(Personal Information)	200.00	Refund deposit
21-Feb-25	(Personal Information)	50.00	Refund deposit
21-Feb-25	(Personal Information)	171.50	Refund deposit
26-Feb-25	(Personal Information)	32.20	Refund deposit
10-Feb-25	Amazon Business Account	12.73	Plastic white curtain hooks
11-Feb-25	Amazon Business Account	32.98	Air Freshener refills
11-Feb-25	Amazon Business Account	35.75	Dishwasher rinse aid/stain rem
11-Feb-25	Amazon Business Account	57.60	Projector tripod stand
11-Feb-25	Amazon Business Account	159.99	Dehumidifier - Pro Breeze
12-Feb-25	Amazon Business Account	43.93	Ripple paper cups
14-Feb-25	Amazon Business Account	111.98	Bay Tree standard trees
18-Feb-25	Amazon Business Account	249.99	Pressure washer
18-Feb-25	Amazon Business Account	31.20	Rawplug plug clip
18-Feb-25	Amazon Business Account	56.98	Hot water tea urn
18-Feb-25	Amazon Business Account	31.36	Universal plug
18-Feb-25	Amazon Business Account	23.98	Metric hex ket set
18-Feb-25	Amazon Business Account	16.99	Washcloth towels
20-Feb-25	Amazon Business Account	85.00	Correx protection sheets
20-Feb-25	Amazon Business Account	18.47	Frog masking tape
25-Feb-25	Amazon Business Account	28.55	Sign-No Unauthorised access
25-Feb-25	Amazon Business Account	31.88	Sign-dummy fake camera
25-Feb-25	Amazon Business Account	22.99	AA Batteries
25-Feb-25	Amazon Business Account	33.58	Sign-24hr recording
25-Feb-25	Amazon Business Account	33.98	Washcloths towel sets
25-Feb-25	Amazon Business Account	11.89	Black wall clock
26-Feb-25	Amazon Business Account	15.94	Outdoor dummy camera
28-Feb-25	Amazon Business Account	34.95	Satin Sash rolls
04-Feb-25	Black Country Metal Works Ltd	190.00	Hercules tree guard
04-Feb-25	Chew Valley Trees	633.00	Acer autumn blaze/Prunus Kanza
14-Feb-25	Colour Frog	24.00	Clear vinyl graphics
26-Feb-25	Lloyds Bank	62039.40	Net Feb 2025 payroll
14-Feb-25	Lloyds Bank D/D	11.86	Imprest 10Dec24-9Jan25
18-Feb-25	Maiden Erlegh Launderette & Dr	105.00	Tables Clothes wash
28-Feb-25	MS Builders	100.00	Refund deposit
19-Feb-25	Replacement Keys	5.90	Key 378-Replacement key
28-Feb-25	RootsnRhythms Ltd	13.55	Refund deposit
05-Feb-25	Sky Guard	47.94	Monthly-People Safe
06-Feb-25	The Defib Pad	53.82	Adult defib pads

Total Payments

65110.86

Woodley Town Council**Current Account****List of Payments made between 01/03/2025 and 31/03/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
06-Mar-25	(Personal Information)	440.00	Feb25 WTCP Mkt mgr
20-Mar-25	(Personal Information)	300.00	Routine pest control
21-Mar-25	(Personal Information)	115.00	Cllr photo head shots
27-Mar-25	AJGIBL GBP Client NST Account	5,264.95	WTC Insurance
20-Mar-25	Alan Hadley Ltd	462.00	Refuse collection
21-Mar-25	April Skies Accounting Ltd	524.30	2024/2025 Internal Audit
20-Mar-25	Blue Horizon Ventures Ltd	1,657.50	Alan Cornish AV study
20-Mar-25	Bowak Ltd	337.81	Cleaning supplies
06-Mar-25	Brake Bros Foodservice Ltd	300.27	Vending supplies
07-Mar-25	Brake Bros Foodservice Ltd	301.29	Vending supplies
21-Mar-25	Brake Bros Foodservice Ltd	307.26	Vending supplies
20-Mar-25	Brewers Decorator Centres	117.38	Decorating supplies
21-Mar-25	Brewers Decorator Centres	359.00	Decorating supplies
21-Mar-25	Carbon Footprint Ltd	450.00	Carbon Management consult
20-Mar-25	Castle Water	3,616.31	Water rates
19-Mar-25	Castle Water Ltd	13.45	Water Town Ctr 1Feb25-28Feb25
21-Mar-25	Churchill Contract Services Ltd	1,884.67	Contract cleaning
20-Mar-25	Cloudy Group Ltd	1,154.45	Monthly IT support
03-Mar-25	Club Manager Ltd	106.80	Monthly gym support-Mar25
21-Mar-25	CoolerAid Ltd	37.01	Bottled water
20-Mar-25	Crown Gas & Power	2,253.00	Gas supply-WPLC Feb 25
20-Mar-25	Crown Gas & Power	727.68	Gas supply Chapel Feb 25
20-Mar-25	Crown Gas & Power	612.78	Gas supply Coro H Feb 25
20-Mar-25	Crown Gas & Power	2,469.70	Gas supply OC Feb 25
07-Mar-25	Drain Surgeons UK Ltd	276.00	Empty Cesspit-Depot
20-Mar-25	Ecotricity	2,300.51	Electric O/C 1Feb25-1Mar25
20-Mar-25	Ecotricity	2,191.55	Electric WPLC 27Jan25-28Feb25
20-Mar-25	Ecotricity	144.35	Electric Coro 27Jan25-28Feb25
20-Mar-25	Ecotricity	84.45	Electric Chapel 27Jan-28Feb25
20-Mar-25	Ecotricity	1,232.98	Electric Depot 28Jan25-28Feb25
20-Mar-25	EDF Energy 1 Ltd	105.92	Electric-Clock
12-Mar-25	Epos Now Ltd D/D	30.00	Monthly WPLC till support
21-Mar-25	Eventu	50.00	Monthly projector hire
06-Mar-25	Fresh Berkshire Ltd	84.00	Catering service
21-Mar-25	HMRC Cumbernauld	17,184.13	Employee'r deducted from pay
20-Mar-25	IBS Office Solutions Ltd	432.24	Print/copy Nov24-Feb25
06-Mar-25	K2 Associates UK Ltd	540.00	Staff OHA referral
20-Mar-25	Keep Britian Tidy	450.00	Green Flag 25/26 application
27-Mar-25	Les Mills Fitness UK Ltd	231.30	Gym - live program
04-Mar-25	Lloyds Bank D/D	45.26	Current 10Jan25-9Feb25
14-Mar-25	Lloyds Bank D/D	463.07	Cardnet fee 1Feb25-28Feb25
21-Mar-25	Lyreco UK Ltd	77.18	Stationery supplies
17-Mar-25	Merchant Rentals Ltd	19.50	Cardnet Machine rental
17-Mar-25	Merchant Rentals Ltd	19.50	Cardnet Machine rental
07-Mar-25	Miss F A Lane	1,658.80	History Time line
20-Mar-25	National Association of Local Councils	42.00	Staff training
21-Mar-25	Prudential	300.00	AVC deducted from pay
31-Mar-25	Public Works Loan Board	844,298.08	PWLB loan repayments
06-Mar-25	Royal Mail Group Ltd	949.58	Herald door to door
06-Mar-25	SecureHeat	250.20	Monthly-elec service
27-Mar-25	Select Environmental Services Ltd	973.41	Refuse collection
12-Mar-25	SGW Payroll Ltd	149.66	Monthly Payroll service fee
28-Mar-25	Siemens Financial Services	1,236.62	Monthly gym equip rental
20-Mar-25	SLCC Enterprises Ltd	204.00	Staff training
06-Mar-25	SOS Ltd	23,685.41	O/C Theatre installation
06-Mar-25	Spot on Fitness Ltd	120.00	WPLC coach cover
07-Mar-25	SSE Energy Supply Ltd	218.79	Street electric supply
20-Mar-25	SurveyMonkey Europe UC	840.00	Annual Team advantage plan
21-Mar-25	Technical Surfaces Ltd	399.00	3G Matchfit plus
07-Mar-25	Thames Valley Water Services Ltd	210.00	Monthly water/temp check

21-Mar-25	The Berkshire Pension Fund	23,759.47	Employee'r deducted from pay
20-Mar-25	Trade UK - Screwfix	253.24	Building supplies
20-Mar-25	Travis Perkins Trading Co	34.31	Building supplies
20-Mar-25	Tudor Environmental	1,749.66	Gardening supplies
27-Mar-25	WorkNest Ltd	2,592.00	Human Resources settlement
20-Mar-25	Workwear Express Ltd	119.68	Staff uniform

Total Payments 953,818.46

CLERKS IMPREST A/C

List of Payments made between 01/03/2025 and 31/03/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
03-Mar-25	(Personal Information)	200.00	Refund deposit
12-Mar-25	(Personal Information)	75.00	Refund deposit
12-Mar-25	(Personal Information)	75.00	Refund deposit
12-Mar-25	(Personal Information)	200.00	Refund deposit
19-Mar-25	(Personal Information)	100.00	Refund deposit
19-Mar-25	(Personal Information)	200.00	Refund deposit
19-Mar-25	(Personal Information)	30.00	Refund Allot key
25-Mar-25	(Personal Information)	200.00	Refund deposit
25-Mar-25	(Personal Information)	75.00	Refund deposit
03-Mar-25	Amazon Business Account	44.99	120 pcs Tool kit
06-Mar-25	Amazon Business Account	26.99	Sharp-Edge Soil Rake
06-Mar-25	Amazon Business Account	24.98	Industrial Square Shovel
07-Mar-25	Amazon Business Account	86.99	Wheel Barrow-Plastic tray
11-Mar-25	Amazon Business Account	57.36	Hand jack lift tool
11-Mar-25	Amazon Business Account	22.98	Electric 1.7L kettle
14-Mar-25	Amazon Business Account	25.99	Glass water jugs 1.5 Ltr
24-Mar-25	Amazon Business Account	180.74	Handle close grip cable
24-Mar-25	Amazon Business Account	28.89	Kettlebell weights
24-Mar-25	Amazon Business Account	28.89	Kettlebell weights
24-Mar-25	Amazon Business Account	28.89	Kettlebell weights
26-Mar-25	Amazon Business Account	210.94	First Aid Station
26-Mar-25	Amazon Business Account	210.94	First Aid station
31-Mar-25	Arthur J Gallagher	41,560.75	AJG Comm/Terrorism insur
10-Mar-25	Badgemaster Limited	64.74	Staff name badges
20-Mar-25	Calgary Just Companies Limited	458.99	Mountfield S461R petrol mower
27-Mar-25	Fuel/Petrol Petty cash	50.01	Topup petrol petty cash
07-Mar-25	Greek Orthodox	200.00	Refund deposit
25-Mar-25	HMRC PAYE	82.25	PAYE&NI Month 10
18-Mar-25	HSS Hire Service Group	1,041.60	Staff training-Moblie towers
26-Mar-25	Lloyds Bank	60,900.55	March 25-Net payroll
14-Mar-25	Lloyds Bank D/D	15.75	Imprest 10Jan25-9Feb25
17-Mar-25	Maiden Erlegh Launderette & Dr	95.00	Laundry-Chair cover/table clot
24-Mar-25	Peninsula Business Services Lt	811.03	Employment/Online services
27-Mar-25	PETTY CASH A/C	212.21	Topup petty cash
05-Mar-25	Skyguard	47.94	People Safe-Skyguard
21-Mar-25	Snapfish	2.99	Photo prints
24-Mar-25	Yehlex UK	797.50	Yehlex club grade shuttles
Total Payments		108,475.88	

YOUTH SERVICE STRATEGY 2025-2030

DRAFT

Version	2.0
Created by	Matthew Filmore – Deputy Town Clerk
Date approved	
Approved by	

DRAFT

1. Purpose

1. This strategy aims to create a framework against which, during the period 2025 to 2030, the Council will seek to procure services and activities which support the holistic development of children and young people within Woodley.
2. This strategy replaces the Council's previous 'Strategy for Youth Services – 2022-27'.

2. Background

History

3. Whilst local councils have no statutory duty to provide youth services, Woodley Town Council has historically chosen to provide funds to support the provision of youth services in the area.
4. In 1992, the Town Council invested funds in the Airfield Youth and Community Centre under an agreement to support the youth services being provided by Berkshire County Council and, subsequently, Wokingham Borough Council. Over time, services reduced and eventually ceased. In 2019, following the dissolution of the agreement, the Council received £89,400. These funds were placed in an earmarked reserve "for capital expenditure for the benefit of young people in Woodley", where they remain.
5. From the early 2000's, the Town Council also chose to fund detached youth work in and around Woodley. Most recently, this was provided via a Service Level Agreement (SLA) with an external youth service provider, with the last SLA ceasing in November 2020.

Strategy for Youth Services 2022-2027

6. Before seeking to establish a new SLA for tender, the Council determined to develop a Strategy for Youth Services ('the Strategy'), the aim being to set out a framework for the basis of any future youth service provision and identify approaches that would be achievable and provide most benefit based on the existing funding commitment (circa £27k per annum).
7. The 'Strategy for Youth Services 2022-2027' was developed during 2021 and adopted at Full Council in December that year.
8. During 2022 a new SLA was developed and a formal invitation to tender was published in the Autumn, to which no responses were received.
9. In June 2023 it was determined that the Council should re-visit how to achieve its aims to provide youth services, in line with the Strategy, and a working group was setup in September 2023 to undertake this work.
10. Following a period of extensive research and consultation with stakeholders, including young people, external youth service providers, Wokingham Borough Council and Thames Valley Police, the working group submitted recommendations to the Leisure Services Committee. These were approved in November 2024.
11. The following strategy document reflects the recommendations of the working group.

3. Strategy for Youth Services - 2025-2030

Commitment

12. The Council commits to supporting the provision of targeted support services to children and young people in Woodley.

Strategic Aims

13. Through the provision of these services, the Council seeks to:

- A. Address young people's mental health and wellbeing, feelings of isolation / loneliness and physical health and wellbeing
- B. Give young people stronger voices at local community and local government levels
- C. Provide safe and appropriate opportunities to meet and have fun with friends
- D. Widen the diversity of activities and opportunities for young people
- E. Work within the available WTC budget
- F. Provides opportunities for additional funding (eg per event, matched funding, sponsorship)
- G. Enables arrangements for the first five years of Youth Service delivery
- H. Can respond flexibly to changes in the interests and preferences of young people
- I. Can be cost-effectively managed by WTC, Community Youth Partnership (CYP) and other partners as appropriate

14. To achieve these aims, the Council will seek to facilitate and coordinate the provision of a variety of youth services and activities, delivered in partnership with external agencies.

Focus

15. The Council will prioritise funding services which:

- Target children and young people aged 9 to 21, with a specific focus on supporting those who are deemed to be, or preventing those who may become, vulnerable - especially those not currently engaging with an existing youth provision.
- Focus on delivering provision during school holidays and / or on Friday evenings between 3pm and late, although additional provision on Mondays to Thursdays - between 3pm and 7pm – and during national holidays / events; i.e. Halloween, may also be supported.
- Provide a setting for young people to meet, chat and spend time with friends.

Delivery

16. The Council will be flexible and open to proposals which achieve the Council's strategic aims, with the expectation that services will be delivered via:

- regular activity led sessions; for example, sports, music, arts or other appropriate workshops, training and courses; and / or
- irregular activity led sessions; for example, competitions, one off workshops / activity sessions, structured trips.

Location

17. The Council will only fund services which take place within the Woodley Town Council boundary.

18. Additionally, to support ongoing provision, the Council will seek to provide a mobile venue (e.g. a van, converted bus or trailer) from which services / activities may be delivered.
19. The Council will also support provision through the use of other venues and facilities, whether owned by the Council or not, where agreement can be reached, as appropriate to the service / activity being delivered.

4. Review

20. This strategy will be reviewed annually to ensure it remains fit for purpose.
21. In the absence of any significant changes, this strategy should be reviewed and updated during the 2029/30 municipal year for the next period, as appropriate.

BUDGET SETTING REPORT – CHART UPDATE**Proposed Process - UPDATED**

Planning & Pre-consultation Phase		
June - July	Prepare Residents' Consultation	Officers to draft residents' consultation to seek views on future priorities and precept levels.
Consultation Phase		
August - September	Residents' Consultation	6-week residents' consultation, supported by engagement sessions at the Council's Picnic in the Park event (August), drop-in sessions (town centre / oakwood centre / WPLC), and household leaflet drop (early September).
September	Consultation Response Analysis & Internal Circulation	Officers to analyse consultation responses, circulating analysis to all Councillors and inviting views and feedback on priorities.
Provisional Budget Preparation		
October	Revise Estimates & Prepare Future Budget Forecasts	Officers to revise current year budgetary position based on known changes and prepare initial forecast budget for the forthcoming year, reflecting views from residents and Councillors.
November	Committee Review	Initial forecast budgets presented to Committees during the November meeting cycle for consideration and comment.
Final Budget Preparation & Approval		
December	Final Budget Preparation	Officers to further revise current year budgetary position based on known changes, and finalise future year's forecast budget, taking into account Committee comments.
January	Committee Budget Presentation	Final proposed budgets presented to Committees for the forthcoming year, to consider recommending their approval at Full Council.
February	Final Budget Approval	Final budget presented to Full Council for approval.

	<h1 style="text-align: center;">JOB DESCRIPTION</h1>
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Job title	Democratic Support & Allotments Officer
Location	The Oakwood Centre Headley Road Woodley RG5 4JZ
Reports to	Deputy Town Clerk
Grade	NJC SCP 18-22 (increments subject to satisfactory performance established through annual appraisal)
Type of position	Permanent, Full Time
Hours of work	37 hours per week; plus occasional evening & weekend work to support meetings and events, when required, for which time off in lieu will be provided

This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

COUNCIL PURPOSE
<p>Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.</p> <p>As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.</p>

FINANCIAL/ORGANISATION
<ul style="list-style-type: none"> • Precept 2024: £1,164,500 • Budgeted Expenditure 2024/25: £2,294,888 • Town Councillors: 25 • Wards: 9 • Staff: 55 total (28 Full Time Equivalents) • Population est: 28,000
DEPARTMENT STRUCTURE CHART

Organisation chart attached

MAIN DUTIES

Job Scope

To provide support to the Town Clerk and Deputy Town Clerk in the operation of the Council's democratic services.

To be responsible for the day-to-day management of allotment tenancies and operations.

To manage the Town Mayor / Deputy Town Mayor's diary of engagements.

To provide additional cover for the Town Council's reception desk activities, including responding to general enquiries received by phone, email and in-person, and assisting with other office administrative tasks where required.

Responsibilities

1.	Democratic Services:
1.1	Provide effective administrative support to the Council, its committees and Members.
1.2	Collate agendas and paperwork for all Council meetings, including committees and the annual Town Meeting, and publish / circulate these along with relevant meeting notices in accordance with statutory requirements / timescales and good practice.
1.3	Maintain records and archives of all agendas and minutes and ensure these are published on the Council's website in a timely fashion.
1.4	Assist with actioning matters arising from meetings, as appropriate.
1.5	Maintain records of attendance at Council meetings, monitoring Members' attendance in line with statutory requirements.
1.6	Provide basic information and advice to Members regarding Council meetings and processes, as appropriate.
1.7	Maintain and keep the register of Members' declaration of interests updated, highlighting any issues to the Town Clerk.
1.8	Manage the receipt and processing of notification letters received from Wokingham Borough Council and other organisations relating to planning and licensing matters.
1.9	Maintain a database of planning application consultations received and take responsibility for sending neighbour notification letters.
1.10	Submit comments to the Planning Authority on behalf of the Council following consideration from the relevant committee.
1.11	Where required, occasionally attend meetings of the Council's committees.
1.12	Maintain a record of Council representatives to outside bodies and liaise with those outside body organisations as required.

1.13	Take receipt and maintain records of grant applications received and their outcomes, ensuring public records on the Council's website are kept up to date.
2.	Allotments
2.1	Day-to-day management and administration of allotment tenancies, including the issuing of tenancy agreements.
2.2	Liaison with existing and prospective tenants, including managing correspondence from plot holders, undertaking site visits, as required, including meeting with current and prospective tenants, issuing invoices and keys, and maintaining records of deposits taken.
2.3	Maintain the allotments database
2.4	Primary contact for the Allotment Tenants' Committee representatives, including regular attendance at meetings and liaison with committee members.
3.	Mayoral Engagements
3.1	Act as the Mayor's Secretary, managing the Mayor's diary, collating and responding to Mayoral invites, liaising with the Mayor & Deputy Mayor as necessary, and managing chain permission requests.
4.	Additional Responsibilities:
4.1	Provide cover for the council office reception desk and assist, as part of a team, with responding to contact from residents and visitors to the Council, whether in-person, via telephone or email.
4.2	Assist with other general Council tasks, including providing support to other senior officers and suitable cover for administrative staff and activities, as and when required.
4.3	Carry out any other reasonable duties required consistent with both the grade and the scope of the post.
5.	Other Information
5.1	Carry out all duties whilst ensuring the Health and Safety of resources within the post holder's responsibility, ensuring that personal responsibilities of Health and Safety, as laid down in the Health and Safety at Work Act, are followed.
5.2	Maintain the highest levels of discretion and confidentiality.
5.3	Maintain the standards of service set by the Council.
5.4	Commit to Woodley Town Council's inclusivity policy and values, treating colleagues and customers with dignity and respect.
<p><i>This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.</i></p>	

	<h2>JOB DESCRIPTION</h2>
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Job title	Communications & Events Manager
Location	The Oakwood Centre Headley Road Woodley RG5 4JZ
Reports to	Deputy Town Clerk
Grade	NJC SCP 29-33 (increments subject to satisfactory performance established through annual appraisal)
Type of position	Permanent, Full Time
Hours of work	37 hours per week; plus occasional evening & weekend work to support events, when required, for which time off in lieu will be provided

This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

COUNCIL PURPOSE
<p>Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.</p> <p>As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.</p>

FINANCIAL/ORGANISATION
<ul style="list-style-type: none"> • Precept 2024: £1,164,500 • Budgeted Expenditure 2024/25: £2,294,888 • Town Councillors: 25 • Wards: 9 • Staff: 55 total (28 Full Time Equivalents) • Population est: 28,000
DEPARTMENT STRUCTURE CHART
<p>Organisation chart attached</p>

MAIN DUTIES	
Job Scope	
<p>To lead on the development of marketing and communication strategies, ensuring quality, consistency and effectiveness of all Town Council publicity and marketing activities across all services.</p> <p>To manage and deliver the Town Council's publicity and marketing requirements in line with the priorities set by the Council and Senior Officers, with a focus on effectively promoting Council activities and initiatives within and around Woodley via a range of communication channels.</p> <p>To coordinate Town Council managed public events, with the exception of events managed by the Woodley Town Centre Partnership.</p>	
Responsibilities	
1.	Strategy
1.1	To develop marketing and communication strategies which seek to improve the quality and effectiveness of all Council publicity and marketing activities.
1.2	To develop and maintain the Council's brand book, communicating this to staff as necessary, and ensuring consistent quality, design and brand identity standards are maintained across all Council services.
1.3	To work with the Council's PR & Marketing Sub Committee and / or any equivalent committees.
2.	Publicity & Marketing
2.1	To produce the Council's news, information, marketing and publicity output, in line with the priorities set by the Council and Senior Officers, and coordinate publication via suitable channels, including the Council's website, social media and other suitable outlets.
2.2	To produce, edit, maintain and monitor relevant areas of the council's websites, including the Council's news posts.
2.3	To collate, design and produce the Council's bi-annual newsletter - the Woodley Herald.
2.4	To design and produce Council signage, including building signs, in line with the Council's brand standards.
2.5	To ensure Council noticeboards are maintained to a good standard and kept up to date, including removing out of date or inappropriate information.
2.6	To build and maintain relationships with partners and other organisations, including local media, to help generate publicity for the Council.
2.7	To identify opportunities to publicise and market Council events and activities using appropriate media.
2.8	To assist all staff with any publicity or marketing requirements, as required.
2.9	To arrange / source appropriate imagery, photography and designs for use across Council media platforms, as required, ensuring compliance with relevant copyright legislation.
3.	Events
<p><i>The below excludes Woodley Town Centre Partnership and Woodford Park Leisure Centre events.</i></p>	

3.1	To manage and coordinate public events operated by the Town Council, with the assistance of all staff as required; as examples, these may include events such as 'Picnic in the Park', Armistice Day, Community Heroes Awards, Mayor's Charity Event.
3.2	To attend Council events, as and when required – where these fall outside of normal working hours, time off in lieu will be provided.
3.3	To lead on sourcing and coordinating suitable numbers of staff / volunteers to support the running of events.
4.	Additional Responsibilities:
4.1	Carry out any other reasonable duties required consistent with both the grade and the scope of the post.
5.	Other Information
5.1	Carry out all duties whilst ensuring the Health and Safety of resources within the post holder's responsibility, ensuring that personal responsibilities of Health and Safety, as laid down in the Health and Safety at Work Act, are followed.
5.2	Maintain the highest levels of discretion and confidentiality.
5.3	Maintain the standards of service set by the Council.
5.4	Commit to Woodley Town Council's inclusivity policy and values, treating colleagues and customers with dignity and respect.
<p><i>This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.</i></p>	