



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

To: **ALL MEMBERS OF THE COUNCIL**

YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at the Oakwood Centre at 8:00pm on Tuesday 30 September 2025.

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

Kevin Murray
Town Clerk

Town Forum

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

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

A G E N D A

Prior to the meeting, Dexter Levick (Economic Development Officer - Wokingham Borough Council), will present Members with an update on the Borough's Town Centre Strategy.

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF THE COUNCIL MEETING HELD ON 24 JUNE 2025**

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To receive the Minutes of the Council Meeting held on 24 June 2025 and to approve their signing as a true and correct record.

4. **ACTIONS / FOLLOW UPS**

To review the actions / follow ups arising from previous meetings of Full Council. **(Appendix 4)**

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5. **COMPOSITION OF THE COUNCIL**

a) To note that Councillor Nagra has resigned from the Labour group and, along with Councillor Charles Bey, have formed the Independent Group.

b) To note the new composition of the Council:

Conservative Group:	17
Labour Group:	4
Liberal Democrat Group:	2
Independent Group:	2

6. **POLITICAL GROUP LEADERS**

To note the appointment by the Independent Group of the Leader and Deputy Leader.

7. **COMMITTEE CHANGES**

a) Terms of Reference - Standing Committees

To consider amending the number of places on standing committees to comply with standing order 2.2 relating to political proportionality.

The new composition of the Council changes the division of places on standing committees as follows:

Split based on current 10 places	Previous Split	New Split
Unrounded Figure – Con	6.80	6.80
Unrounded Figure – Lab	2.00	1.60
Unrounded Figure – Lib Dem	0.80	0.80
Unrounded Figure – Independent	N/A	0.80
Rounded Figure - Con	7	7
Rounded Figure - Lab	2	2
Rounded Figure – Lib Dem	1	1
Rounded Figure – Independent	0	1
<i>Sum of rounded places</i>	<i>10</i>	<i>11</i>

When rounding is applied, it is not possible to appropriately apply proportionality to committees with 10 places, as shown in the table above. Standing Order 2.2 requires places to be allocated based on political proportionality, with mathematical rounding applied - fractions under 0.5 are rounded down to 0, whilst those 0.5 or greater are rounded up to 1.

To resolve this, Members are asked to consider changing the number of places on the standing committees either to 11 or 9, with the applicable proportional splits as follows:

TOTAL COMMITTEE NUMBERS	11	9
Unrounded Figure – Con	7.48	6.12
Unrounded Figure – Lab	1.76	1.44
Unrounded Figure – Lib Dem	0.88	0.72
Unrounded Figure – Independent	0.88	0.72
Rounded Figure - Con	7	6
Rounded Figure - Lab	2	1
Rounded Figure – Lib Dem	1	1
Rounded Figure – Independent	1	1
<i>Sum of rounded places</i>	<i>11</i>	<i>9</i>

b) Appointments – Standing Committees

Following the decision in relation to a) above, Members are asked to note any applicable changes to appointments on the standing committees; likely to be either:

If 9 place agreed:

- Conservative Group minus 1 appointment on each committee
- Labour Group minus 1 appointment on each committee
- Independent Group plus 1 appointment on each committee

If 11 places agreed:

- Independent Group plus 1 appointment on each committee

c) Terms of Reference - Bulmershe SULV Joint Sub Committee / Woodley Town Centre Partnership

To approve the following changes to the terms of reference for the Bulmershe SULV Joint Sub Committee and Woodley Town Centre Partnership:

i) To increase the number of places on each committee to 3, as requested previously at Full Council and following agreement from both Earley Town Council (in respect of the Bulmershe SULV Joint Sub Committee), and the Woodley Town Centre Partnership.

ii) To suspend standing order 2.2 in relation to political proportionality for the appointment of Councillors to both the Bulmershe SULV Joint Sub Committee and the Woodley Town Centre Partnership.

Currently, Members are appointed to 2 places, plus 1 additional substitute place, on both the Bulmershe SULV Joint Sub Committee and Woodley Town Centre Partnership. Consideration was due to be made at this meeting to formally increasing these to 3 places, removing the substitute place, with agreement received from both Earley Town Council (in respect of the Bulmershe SULV Joint Sub Committee) and Woodley Town Centre Partnership to do so.

Following the change to the composition of the Council, as with standing committees, it is not possible to appropriately apply proportionality to committees with either 2 or 3 places, with the next possible being 4 places.

	4 places	3 places	2 Places
Unrounded Figure – Con	2.72	2.04	1.36
Unrounded Figure – Lab	0.64	0.48	0.32
Unrounded Figure – Lib Dem	0.32	0.24	0.16
Unrounded Figure – Independent	0.32	0.24	0.16

Rounded Figure - Con	3	2	1
Rounded Figure - Lab	1	0	0
Rounded Figure – Lib Dem	0	0	0
Rounded Figure – Independent	0	0	0
<i>Sum of rounded places</i>	4	2	1

It is recommended that, to avoid unnecessary further consultation with Earley Town Council and the Woodley Town Centre Partnership, Members approve that the terms of reference are amended, as agreed, to 3 places, but that the suspension of standing order 2.2 is agreed in relation to Woodley Town Council appointments.

d) Appointments – Sub Committees

Following the decision in relation to c) above, Members are asked to note any applicable changes to appointments on the Bulmershe SULV Joint Sub Committee and Woodley Town Centre Partnership, if required.

8. REQUEST FOR LEAVE OF ABSENCE

To consider Councillor Chadwick's request for a 6-month leave of absence due to having to care for her father.

9. FINANCE UPDATE

a) To note the budgetary control update, set out at **Report No. FC 4/25**. Page 25

b) To note that the appropriate authorised bank signatories have checked and signed the Council's bank reconciliations up to 31 August 2025.

10. COMMITTEE REPORTS

To note reports from the following:

10.1	Extraordinary Leisure Services Committee	15 July 2025	Page 29
10.2	Planning & Community Committee	22 July 2025	Page 31
10.3	Planning & Community Committee	26 August 2025	Page 37
10.4	Leisure Services Committee	9 September 2025	Page 45

11. AUDIT 2024/25

a) To receive the external auditor's opinion on the audit of the Annual Governance and Accountability Return for 2024/25.*

**At the time of issuing the agenda, this has yet to be received but will follow as soon as possible*

b) To adopt the Audited Annual Governance and Accountability Return for 2024/25.

c) To note an update from Officers regarding when the Notice of Conclusion of Audit was displayed on public noticeboards at the Oakwood Centre and on the Council's website.

12. LEADER'S STATEMENT

To receive a statement from the Leader of the Council.

13. APPOINTMENT OF INTERNAL AUDITOR

To consider the appointment of April Skies Accounting as the Council's internal auditor for a two-year period; commencing 2025/26 and 2026/27.

Relevant terms of engagement are provided at **Appendix 13**, and Members are specifically asked to note the suitable competence (section 7) and independence from the Council (section 10) of the assigned auditor. Page 51

14. CLIMATE EMERGENCY

To consider **Report No. SR 21/25** - originally in the September Strategy & Resources Committee agenda for consideration. Page 58

Regarding the approval of funding to implement an online system for tracking and verifying the Council's carbon footprint, the sooner this is implemented the more benefit the Council will achieve in-year with regards to monitoring emissions. This will also reduce the amount of historic data Officers will need to input into the system at the time of implementation.

15. **LEISURE MANAGEMENT SYSTEM**

To consider the following recommendation made at the Leisure Services Committee meeting held on 9 September 2025 (minute 26):

- ♦ That the Strategy & Resources Committee approve £22,000 funding from the WPLC VAT Reclaim earmarked reserve for the purchase and implementation of a new leisure management solution, as set out in **Report No. LS 23/25**, noting the associated on-going annual revenue costs (£18k in 2026/27). Page 61

This request was originally due to be taken to the Strategy & Resources Committee meeting in September for consideration.

Deferring a decision until the next meeting of the Committee would risk the system not being implemented in time for the beginning of the next financial year. Implementing such a system mid-way through a financial year would likely lead to additional migration and reporting work having to be undertaken by Officers.

16. **OUTSIDE BODIES**

a) Readibus

To note that Councillor Guttridge has stood down from her appointment to Readibus, and to consider appointing a replacement.

For information; Councillor Charles Bey has indicated he would like to be considered for this appointment.

b) Outside Body Reports

To receive reports from Town Council representatives on outside bodies. **(Appendix 16)**

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17. **TOWN MAYOR'S ENGAGEMENTS**

To note the engagements attended by Councillor Bragg as Town Mayor and Councillor Smith as Deputy Town Mayor since the last meeting. **(Appendix 17)**

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18. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

19. **PUBLICITY AND WEBSITE**

a) To note the press releases published by the Council since the last Full Council meeting, as provided at **Appendix 19**.

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b) To consider items to be publicised.

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**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 24 June 2025 at 8 pm**

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

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

Also present: *Councillor Horskins (virtual attendance)
2 members of the public*

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

23. *The Town Mayor advised Members that Dexter Levick (Wokingham Borough Council's Economic Development Officer), who was due to provide Members with an update on the Borough's Town Centre Strategy, was unwell and so couldn't attend.*

24. **APOLOGIES**
Apologies were received from Councillors Anderson, Chadwick, Gilder, Kennedy, Horskins, Nagra and Singh. Councillor Horskins attended the meeting virtually.

25. **DECLARATIONS OF INTEREST**
There were no declarations of interest made by Members.

26. **MINUTES OF THE COUNCIL MEETING HELD ON 6 MAY 2025**
The Town Mayor presented the minutes of the Council meeting held on 6 May 2025.

RESOLVED

- ◆ To approve the minutes of the Council meeting held on 6 May 2025 and that they be signed by the Mayor as a correct record.

Voting: For: 16 Against: 0 Abstentions: 1 No Vote: 1

27. **ACTIONS / FOLLOW UPS**
Members noted the update to actions and follow up items raised at previous meetings, as provided in the agenda.

6 May 2025 – Minute 8.1

Following a query, the Town Clerk confirmed that the Good Councillors Guide was an advisory document containing best practice. He informed Members he would circulate a copy of the latest version.

6 May 2025 – Minute 10.15

The Town Clerk updated Members that, at a meeting on 7 July, Earley Town Council will consider the proposal to increase the number of full Member appointments on the Bulmershe SULV joint sub committee from 2 to 3.

6 May 2025 - Minute 13

Councillor Smith, as Chairman of the Leisure Services Committee, updated Members to advise that the heads of terms for the requested new lease of Wheble Park had been received from Reading Borough Council, but the Council was still awaiting full terms. He confirmed the Town Clerk would continue chasing Reading Borough Council.

28. FINANCE UPDATE

RESOLVED:

- ♦ To note that the appropriate authorised bank signatories had checked and signed the Council's bank reconciliations up to 31 May 2025.

29. COMMITTEE REPORTS

29.1 Minutes of the Planning and Community Committee: 20 May 2025

Councillor Soane presented the minutes of the Planning and Community Committee meeting held on 20 May 2025.

Minute 16 – Publications / Information

It was highlighted that, as noted in the minutes, the Berkshire Association of Local Councils free training offer would only be available until April 2026, after which the Council would be required to pay for training, with Members encouraged to undertake any training they feel relevant during the current year.

RESOLVED:

- ♦ To receive the minutes of the Planning and Community Committee meeting held on 20 May 2025.

29.2 Minutes of the Leisure Services Committee: 3 June 2025

Councillor Smith presented the minutes of the Leisure Services Committee meeting held on 3 June 2025.

Minute 9 - Allotments

A request was made to ensure that, when next presented to the Leisure Services Committee, Officers provide a full explanatory report regarding the background to the proposed introduction of deposit charges at the allotments, including the likely effectiveness of the change and any evidence supporting this, the size and frequency of the waste problem, and any other options. It was commented that the Council should ensure fairness in any solution implemented. Councillor Smith, as Chairman of the Leisure Services Committee, confirmed the Committee were committed to implementing a fair solution.

RESOLVED:

- ♦ To receive the minutes of the Leisure Services Committee meeting held on 3 June 2025.

29.3 Minutes of the Strategy and Resources Committee: 10 June 2025

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 10 June 2025.

RESOLVED:

- ♦ To receive the minutes of the Strategy & Resources Committee meeting held on 10 June 2025.

- 29.4 **Minutes of the Planning and Community Committee: 18 June 2024**
Councillor Soane presented the minutes of the Planning and Community Committee meeting held on 17 June 2025.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 17 June 2025.

30. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024/25**

30.1 **Financial Statements 2024/25**

The Town Clerk presented an updated version of the Financial Statements for 2024/25, advising Members that minor presentational changes had been made since the version issued in the agenda. These changes included to the presentation of grant payment data, Section 137 expenditure references, and the commentary on the financial outturn for the year. The updated version presented is included at **Appendix A**.

A request was made for future earmarked reserve details to contain a short description of what each reserve is for and how it can be used, as well as ensuring abbreviations are avoided when they may not be known.

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

RESOLVED:

- ◆ To approve the Financial Statements for 2024/25 and that they be signed by the Mayor and the Town Clerk.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote: 1

30.2 **Annual Internal Audit Report for 2024/25**

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

RESOLVED:

- ◆ To receive and note the Annual Internal Audit Report for 2024/25.

30.3 **Annual Governance Statement for 2024/25**

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

The Town Mayor read each of the nine annual governance statements in turn, with an individual vote taking place with regards to each statement.

With regards to statements 1 to 3, and 5 to 9, it was:

RESOLVED:

- ◆ To agree with statements 1 to 3, and 5 to 9 of the Annual Governance Statements for 2024/25.

Voting was identical for each individual statement, and was as follows:

Agree: 17 Disagree: 0 Abstentions: 0 No Vote: 1

With regards to statement 4, Members noted that, in line with guidance provided previously by the external auditor, the Council should disagree with this statement as the Council had not provided proper opportunity during the year for exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. This was by virtue of the fact that the Notice of Public Rights, whilst displayed for the correct period during the year, had been incorrectly dated with the date it was published instead of the day before as required.

In respect of the vote regarding statement 4, it was:

RESOLVED:

- ♦ To disagree with statement 4 of the Annual Governance Statements for 2024/25.

Agree: 0 Disagree: 14 Abstentions: 3 No Vote: 1

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

RESOLVED:

- ♦ To approve the signing of the Annual Governance Statement 2024/25, reflecting the assertions approved above, by the Mayor and the Town Clerk.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote: 1

30.4 **Accounting Statements for 2024/25**

Members considered the Accounting Statements for 2024/25.

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

RESOLVED:

- ♦ To approve the Accounting Statements for 2024/25, and approve the signing of the Accounting Statements 2024/25 by the Mayor.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote: 1

31. **TOWN / PARISH QUESTIONS AT BOROUGH COUNCIL MEETING**

Members noted the inclusion in Wokingham Borough Council's new Constitution of a 10-minute section at all meetings – excluding Planning - to consider questions from Town / Parish Councils.

It was suggested the Council would need to set out the process for raising such questions within the Council's Standing Orders, with this needing to be considered by the Standing Orders & Financial Regulations sub committee. It was also suggested that preference should be given to questions raised by Town Councillors who were not also Borough Councillors, with Borough Councillors already having the opportunity to ask questions at Borough meetings.

The Town Clerk advised that the intended purpose was to raise questions on behalf of the Council, rather than from individual Town Councillors. It was suggested proposed questions might be vetted by the Council's standing committees.

RESOLVED:

- ♦ To note that Wokingham Borough Council's new Constitution, effectual from 1 June 2025, includes provision for questions by Town / Parish Councils at meetings of Council, Executive and other committees (excluding Planning).

32. **YOUTH STRATEGY**

Members considered the recommendation from the Youth Support Service task & finish working group to amend paragraph 17 of the Council's Youth Strategy to allow the funding of services / activities outside of Woodley, so long as the funding is used to provide access to these for Woodley residents.

A comment was made that the proposed wording might be too loose, giving the example of a service outside of Woodley but only providing for one Woodley resident and other non-Woodley residents. It was noted the intention of the change was to allow the funding of services outside of Woodley but only where this was to provide access specifically for Woodley residents.

RESOLVED:

- ♦ To amend paragraph 17 of the Council's Youth Strategy to state "The Council will only fund services which take place within the Woodley Town council boundary, or outside the boundary where funding provides for access for Woodley residents."

Voting: For: 16 Against: 0 Abstentions: 1 No Vote: 1

33. **LEADER'S STATEMENT**

No statement was provided by Councillor Baker, as the Leader of the Council.

The Town Mayor took the opportunity to ask Members to observe a 1-minute silence in memory of Coling Lawley, who had previously served on the Council as a Town Councillor and Town Mayor, and who passed away recently.

34. **OUTSIDE BODIES**

Members were provided with an additional report, submitted by Councillor Smith in relation to the Sonning and District Welfare and Educational Trust after the agenda was issued.

The Town Mayor advised Members he had not provided a report regarding the Robert Palmer's Almshouse Charity, on which he was the Town Council's appointed representative, as the next meeting was due to take place in the following days.

Councillor Soane advised Members he had not provided a report regarding the Berkshire Museum of Aviation as he had not yet been invited to a meeting. Members noted contact would be made with the Museum to progress this.

It was noted there was a typographical error in the Poors' Land Charity report, provided by Councillor Charles Bey, where the charity had instead been referred to as "Pauline's" charity.

RESOLVED:

- ♦ To note the written reports from Town Council representatives on outside bodies provided to Members at the meeting, as included in the agenda and provided at the meeting.

Members consider appointing a representative to the Allotment Tenants' Committee and, following a vote it was:

RESOLVED:

- ◆ To appoint the Councillor Charles Bey as the Town Council's representative to the Allotment Tenants' Committee.

35. **TOWN MAYOR'S ENGAGEMENTS**

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

Members also noted that Councillor Bragg, as Town Mayor, had initiated a new Town Mayor's Facebook page, on which details and pictures of engagements he attends were being posted in order to promote the role. Members were encouraged to follow and share the account.

36. **FUTURE AGENDA ITEMS**

A request was made for the relevant committee to consider the proposed new law to allow virtual participation at meetings. The Town Clerk advised that this was still in the process of being reviewed by central government and an update on the progress would be provided. It was noted the law change, if implemented, would require changes to the Council's Standing Orders.

Two comments were raised about progressing the matter of updating play equipment in Wheble Park. Councillor Smith, as Chairman of the Leisure Services Committee, advised that, whilst they were still awaiting an updated lease from Reading Borough Council, the Council could start obtaining some indicative quotes and ideas.

A request was made that, in future agendas of Full Council, a standing item is included which provides a list of press releases issued by the Council since the previous meeting is provided.

37. **PUBLICITY AND WEBSITE**

It was suggested the Council should publicise the success of the Cycling & Walking task & finish working group's stall at the Woodley Carnival. The Deputy Town Clerk advised that he had received photos and details that day, and asked the Communications & Events Manager to liaise with Councillor Taylor, as Chairman of the working group, to prepare an article.

Meeting closed at 9:12 pm

Woodley Town Council Financial statements for 2024/2025

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Councillors

The following were serving Members of the Town Council as of 24 June 2025:

Kester Charles Bey	Robert Horskins	Janet Sartorel	Mary Holmes
Yvonne Edwards	Darren Smith	Bill Soane	Kay Gilder
Mike Kennedy	Anne Chadwick	Linda Guttridge	Carol Jewell
June Taylor	Majid Nagra	Parvinder Singh	Beth Rowland
Juliet Anderson	Alison Swaddle	Jenny Cheng	Michael Firmager
David Bragg	Greg Bellow	Danny Errawalla	Vin Lewis
Keith Baker			

Councillor David Bragg was appointed Town Mayor and Councillor Darren Smith was appointed Deputy Town Mayor on 6 May 2025.

Town Clerk

Kevin Murray

Responsible Financial Officer

Derren Coe

External auditors

PKF Littlejohn LLP (Ref: SBA Team)
1 Westferry Circus
Canary Wharf
London E14 4HD

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Woodley Town Council

Financial statements for 2024/2025

Explanatory foreword

Accounting and audit

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

The Council's statutory accounts are now included in the Annual Governance and Accountability Return (AGAR) for external audit purposes and comprise a summary of income and expenditure, reserves and bank balances and long-term assets and liabilities. The amounts in the statutory accounts represent a summary of the related information presented in more detail within these unaudited financial statements. The AGAR and these financial statements were approved at a Council meeting on 24 June 2025.

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

Financial responsibilities

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

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

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

Commentary on the financial outturn for the year

This year the Council had originally budgeted to fund its activities using £166,011 of general reserves to support revenue budget funding. However a change in the final outturn position being largely as a result of strong activities and bookings income across the venues meant that the Council only used £514 from the general reserves. On 1 April 2024 general reserves stood at £789,057 and as at 31 March 2025 these stood at £788,544.

The Council holds earmarked reserves – which are ringfenced funds, authorised by Committee, for specific projects and investment. In addition, the Council has repairs and renewals, building and facilities and capital programme funds to which amounts are added and spent from each year.

In 2024/25 the Council received Community Infrastructure Levy (CIL) income of £870, resulting in a total balance of £21,957.66 matched by total expenditure of £21,957.66.

The net outturn of £514 comprises gross expenditure of £3,159,449 offset by income of £2,310,117 and EMR support of £848,818.

Signed on behalf of the Council

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Derren Coe, Responsible Financial Officer

Woodley Town Council
Financial statements for 2024/2025

Income and Expenditure Account for the year ended 31 March 2025

	Year ended 31 March 2025			2024
	<u>Expense</u>	<u>Income</u>	<u>Net</u>	<u>Net</u>
	£	£	£	£
Leisure Services				
Woodford Park Leisure Centre & 3G pitch	462,524	561,108	-98,584	-89,138
Outdoor sports and recreation	187,779	36,138	151,641	129,582
Play areas	22,528	0	22,528	23,860
Oakwood Centre	217,853	149,517	68,336	20,197
Coronation & Chapel Halls	58,886	80,577	-21,691	-17,578
Town Centre CCTV EMR	149	0	149	68
Allotments	26,377	17,574	8,803	17,232
Woodley Town Centre Partnership	71,213	48,355	22,858	0
Grants	48,720	0	48,720	98,803
Youth Services	0	0	0	4,645
Public amenities	9,357	0	9,357	7,595
Public events	14,090	300	13,790	10,793
Public Toilet	3,350	148	3,202	4,409
OC Building & Facilities	0	0	0	450
WPLC Buildings & Facilities	0	0	0	9,550
PWLB Loan interest and repayments	973,340	0	973,340	174,326
Investments purchases and sales	0	0	0	53,231
Interest from bank accounts	0	4,132	-4,132	-5,087
Yield from CCLA Activities	0	166,393	-166,393	-161,247
Administration and office costs (includes CIL)	605,369	81,376	523,993	308,217
Democratic process	36,444	0	36,444	78,577
Council-wide central costs	421,470	0	421,470	412,426
Capital Programme	0	0	0	170,000
Precept on Wokingham Borough Council	0	1,164,500	-1,164,500	-1,195,649
Net cost of Council services excl EMR contribution	3,159,449	2,310,118	849,331	55,262
EMR support for General Reserves			-60,349	0
EMR support for repayment of PWLB loans			-788,469	13,471
Reduction in general fund for the year			514	68,731
General reserves balance BFW			789,057	857,788
General reserves balance CFWD			788,544	789,057
Transfers to EMR (note 13)			-199,716	
Transfers from EMR (note 13)			1,005,368	
Net transfer from EMR			805,652	

Woodley Town Council

Financial statements for 2024/2025

Balance Sheet as of 31 March 2025

	Note	<u>31 March 2025</u>		<u>31 March 2024</u>	
		£	£	£	£
Current assets					
Stocks			770		521
Debtors and prepayments					
Amounts due for Council services		40,904		28,802	
VAT recoverable		23,678		27,526	
Memorial Ground		42,092		27,827	
Other Debtors		253		253	
Accrued income		13,942		27,734	
Prepayments		51,311		60,102	
			172,181		172,243
Bank and cash balances					
Deposit accounts		106,289		123,975	
Current accounts		15,242		16,148	
CCLA (PWL & INVEST1)		2,481,433		3,326,416	
Petty cash and cash floats		554		525	
			2,603,518		3,467,064
			2,776,459		3,639,827
Less current liabilities					
Creditors and income in advance					
Trade supplies and services		83,050		81,960	
Other creditors + deposits		38,218		34,772	
VAT provision (partial exemption)		11,000		11,000	
Loan interest accrued		2,711		58,647	
Other accruals		21,107		27,941	
Income received in advance		12,860		11,820	
			168,946		226,140
Net assets			2,607,523		3,413,688
Reserves and balances					
Earmarked reserves					
Capital projects			189,384		123,501
Asset replacement			0		25,369
Other earmarked reserves			1,629,595		2,475,760
			1,818,979		2,624,630
General fund as shown on the Income & Expenditure Account (page 5)			788,544		789,059
			2,607,523		3,413,688

These financial statements show a true and fair view of the Council's financial position as of 31 March 2025, and of its income and expenditure for the year ended on that date. These financial statements were approved by the Council on 24 June 2025.

.....
Councillor David Bragg
Town Mayor

.....
Derren Coe
Responsible Financial Officer

Woodley Town Council

Financial statements for 2024/2025

Notes to the Financial Statements

1. Principal accounting policies

Accounting convention

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

Fixed assets and associated long-term borrowings

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

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

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

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

Capital receipts

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

Debtors and creditors

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

Stocks

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

Pension contributions

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

Woodley Town Council
Financial statements for 2024/2025

2. Interest and loan repayments

	<u>31/03/2025</u>	<u>31/03/2024</u>
	<u>£</u>	<u>£</u>
Interest payable	119,313	125,473
Loan repayments	854,027	48,853
Total	973,340	174,326

3. Employee costs and numbers

Salaries and wages	887,827	852,628
Employer National Insurance contributions	81,358	77,578
Employer pension contributions (see below)	229,380	216,421
Total	1,198,565	1,146,627

Employer pension contributions were paid at 27.2% of employees' pensionable earnings in the year (2024: 27.2%) as determined in the actuarial valuation as of 31 March 2023.

Average monthly no. of employees during the year was:

Full time	23	22
Part time	28	29
Total	51	51

4. Audit fees

Fees paid to external auditors for statutory audit services	2,520	2,520
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5. Grants to local organisations

The Council made, or allocated money to an earmarked reserve to make, grants to local organisations to facilitate:

Community Transport	19,500	19,425
Counselling and advisory services	8,000	5,000
Adult Services	2,500	9,000
Youth Services	15,660	35,100
Other Community Grants (up to £350)	2,660	3,350
Other Individual Grants (up to £150)	400	0
WTCP	0	26,928
Total	48,720	98,803

6. Community Infrastructure Levy (CIL)

The Council received the following CIL funds:

Community Infrastructure Levy	870	11,208
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Woodley Town Council
Financial statements for 2024/2025

7. CCLA Activities

	<u>31/03/2025</u>	<u>31/03/2024</u>
	<u>£</u>	<u>£</u>
Woodley TC-PWLB	1,105,000	2,000,000
Woodley TC-INVEST1	998,000	1,118,000
Total	2,103,000	3,118,000

Dividend Re-Invested

Woodley TC-PWLB	242,809	133,874
Woodley TC-INVEST1	135,624	74,542
Total	378,433	208,416

8. Long Term Borrowings

The Council has borrowed amounts from the Public Works Loans Board on various occasions over past years in connection with various capital schemes to purchase or improve its fixed assets. Some of these loans are repayable by annual instalments through precepted sums. Others are repayable on maturity.

Within one year of the balance sheet date	1,294,045	79,027
Between one and two years	46,252	2,069,045
Between two and five years	123,840	132,628
Between five and ten years	68,873	99,598
More than ten years	138,400	145,140
Total	1,671,410	2,525,438

9. Fixed Assets

	31/03/2024	Additions	Disposals	31/03/2025
Operational land & buildings	5,978,082	2,275	0	5,980,357
Amenities Vehicles and Equipment	208,484	2,606	0	211,090
Equipment/Furn - Chapel Hall	0	6,500	0	6,500
Equipment/Furn - Coronation Hall	0	6,500	0	6,500
Infrastructure/Community	258,793	12,739	0	271,532
Equipment/Furn - Oakwood	72,888	116,608	0	189,496
Oakwood Office Equipment	23,443	0	0	23,443
Equipment/Furn - Outdoor Area	390,815	0	0	390,815
Sports/Leisure Equipment/Furn	760,863	1,784	0	762,647
WPLC Office Equipment	1,238	0	0	1,238
Total	7,694,606	149,012	0	7,843,618

Woodley Town Council

Financial statements for 2024/2025

10. Capital commitments

The Council had no capital commitments on 31 March 2025 not otherwise provided in these financial statements.

11. Contingent liabilities

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

12. Trust funds; Woodley Memorial Recreational Ground Charity

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

The costs incurred in the year ended 31 March 2025 were £25,626 (2024: £13,301), to which the Charity contributed its income of £11,275 (2024: £3,990).

13. Related party transactions

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

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

14. Section 137 Expenditure / General Power of Competence

The Council has not incurred any expenditure under Section 137 of the Local Government Act 1972 during the financial year, as it is eligible to exercise the General Power of Competence (GPC) as defined in the Localism Act 2011. The Council adopted the General Power of Competence on 27 June 2023.

Woodley Town Council
Financial statements for 2024/2025

15. EMR Reserves

	At 1 April 2024	Transfer to reserve	Transfer from reserve	At 31 March 2025
	£	£	£	£
<u>Capital projects reserve</u>				
Capital programme fund	108,391	0	-12,962	95,429
OC Buildings & Facilities EMR	5,560	12,225	0	17,785
WPLC Building & Facilities EMR	9,550	66,619	0	76,169
Repairs & renewals fund	25,369	0	-25,369	0
<u>Other earmarked reserves</u>				
Christmas Lighting EMR	0	15,000	-7,120	7,880
Capital Receipt -Assets	89,400	0	0	89,400
Capital Receipt -Assets Wdly Tennis	0	70,002	-64,880	5,122
Youth Services SLA EMR	4,240	0	-4,240	0
WPLC Changing Room EMR	10,000	0	-10,000	0
Special projects fund	25,040	0	-25,040	0
3G Pitch Noise Survey EMR	621	0	-621	0
WTC sinking fund	79,538	0	-79,538	0
Play Area Reserve	5,979	0	-5,654	324
Climate Emergency EMR	0	8,400	-2,287	6,113
Allotment Roadways EMR	0	1,014	0	1,014
3G Pitch Carpet replace	96,000	12,000	0	108,000
WTC AV Equipment	0	4,605	0	4,605
JAC Loddon Mead EMR	2,500	0	-2,500	0
History Timeline	0	3,250	0	3,250
WP Bursary Fund EMR	1,500	0	-1,500	0
WP Comm Grant Fund	2,767	0	-2,767	0
Election reserve	13,000	6,500	0	19,500
Allotment toilets	2,240	0	-899	1,341
Speedwatch Reserve	971	0	-971	0
Capital Receipt RSV (INV)	1,920,462	0	-695,462	1,225,000
WPLC Refurbishment Reserve	27,419	0	-27,419	0
Allotment security	613	0	-2	611
Anxiety Self Help EMR	779	0	-779	0
Lodden Mead Art Proj EMR	800	0	-800	0
Clock/pagoda reserve	2,984	0	0	2,984
WPLC VAT Reclaimed EMR	133,690	0	0	133,690
PWLB instalment not taken	13,469	0	-13,469	0
CIL Funds EMR	21,088	0	-21,087	0
Town Centre Comm EMR	5,661	0	0	5,661
Town Centre CCTV EMR	15,000	0	0	15,000

Woodley Town Council
Financial statements for 2024/2025

Allotment Environment	0	100	0	100
Total	2,624,630	199,716	-1,005,368	1,818,979

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ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		11 February 2025	
Minute	Action	Progress Update	Last Updated
78	Officers to arrange meeting between Town Mayor / Officers and WBC Youth Councillors to discuss achieving the Town Council's Youth Strategy and Youth Service aims.	Not yet progressed.	25/09/25

Meeting Date:		6 May 2025	
Minute	Action	Progress Update	Last Updated
8.1	Standing Orders & Financial Regulations Sub Committee to consider including description of Council Leader, Town Mayor, and Political Group leaders in updated SOs.	Added to items for consideration on next SOFR Sub Committee agenda – meeting date being arranged for mid-October.	25/09/25
10.7	Seek to amend the terms of reference for the Woodley Town Centre Partnership to increase full Member appointments from 2 to 3, removing the current substitute appointment.	Item for inclusion on FC agenda	25/09/25
10.15	Town Clerk to contact Earley Town Council to seek to amend terms of reference of the Bulmershe SULV joint sub committee to increase full Member appointments from 2 to 3, removing the current substitute appointment	Item for inclusion on FC agenda	25/09/25
13	Town Clerk to report progress to Leisure Services regarding the provision of gates on the play area in Wheble Park	Provision of gates will be considered as part of wider play equipment improvements at the park, pending extension of lease and consideration by Leisure Services.	19/06/25

Meeting Date:		6 May 2025	
Minute	Action	Progress Update	Last Updated
13	Town Clerk to follow up concern raised regarding the Highwood now being considered to cover South Lake, with the Highwood Management Conference having responsibility for the area.	COMPLETE Town Clerk has spoken and resolved with Cllr Gilder	25/09/25
15.4	To consider providing covered cycle parking at the front of the Oakwood Centre	Will be included for consideration in changes to the front of the centre when pergola installed.	19/06/25
21	For the Communications & Events Manager to provide a report on future communications and marketing plans, and how these are intended to be managed, at a future meeting.	COMPLETE PR & Marketing Sub Committee met 14 July 2025 – report due to next S&R committee.	25/09/25

Meeting Date:		24 June 2025	
Minute	Action	Progress Update	Last Updated
27	Town Clerk to circulate copy of Good Councillors Guide to Members	COMPLETE Circulated on 25/06/25	25/09/25
31	SOFR sub committee to consider process for raising questions on the Town Council's behalf at Wokingham Borough Council meetings	Added to agenda plan for next meeting of the sub committee – meeting date being arranged for mid-October.	25/09/25
32	Amend Youth Strategy to permit funding of activities / services outside of Woodley where funding used to provide access for Woodley residents	COMPLETE Strategy amended and updated on website	25/09/25
34	Chase Berkshire Museum of Aviation with regards to appointment of Cllr Soane as the Town Council's representative.	COMPLETE	25/09/25
36	Add standing item on future Full Council agendas to provide list of press releases issued since the last Full Council meeting.	COMPLETE Added to agenda.	25/09/25

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

Woodley Town Council

Budget Monitoring Report as at 31 August 2025

For Full Council

1. Introduction

1.1. This report provides Councillors with a best estimate of the Town Council's **forecast** year end position for 2025.26 as at 31 March 2026.

1.2. This forecast position has been formulated based on information known at this time and is also supported with the use of assumptions and estimates where variables have not yet crystallised.

2. Headline Summary

2.1. **The Council's 2025/26 finances are broadly stable, but with a one-off adverse variance of £0.036m to be met from general reserves.** Please see tales 1 and 2 at the end of this report for more details.

2.2. This shortfall arises primarily from historic Memorial costs (£0.042m) which were not provided for in the current year budget and will need to be funded from general reserves. Outside of this then the Council in a modestly stronger position than budgeted in terms of 2025.26 activity.

3. General Reserve

3.1. Based on the above forecast the general reserve is forecast to reduce by £0.174m from £0.788m to £0.614m but at the time of budgeting the expected reduction was by £0.138m from £0.682m to £0.544m. So overall the general reserve is expected to be £0.070m better off than the budgeted position. Please see table 3 at the end of this report for more detail.

4. Horizon Scanning

4.1. Future events with a potential bearing on the budget that Councillors should be aware of include:

Local factors

4.2. LGPS triennial review (2026): New employer contribution rates could materially raise staffing costs (every 1% rise = +£0.009m per year). An update is expected in December 2025.

National Factors

4.3. A summary of national of potential developments on a national scale with no specific timeline include:

- Audit & AGAR reforms
- PWLB access tightening
- Climate & biodiversity duties
- Digitisation & transparency
- Service devolution
- Business rates and council tax reform
- HR & workforce compliance

5. Conclusion

5.1. The core budget position remains relatively stable, albeit with compensating variances for which the full year effect needs to be ascertained for the 2026.27 year onwards.

5.2. Strategic forward planning, careful reserve management, and transparent communication with councillors and residents will be key to maintaining financial resilience.

Table 1: Forecast year end Net Expenditure by Committee

Committee Details	Revised Annual Forecast £
NET EXPENDITURE	
Strategy & Resources	889,397
Leisure Services	427,718
Planning & Community	23,210
Total net exp excl precept	1,340,325
Precept Income	1,165,759
Total net exp incl precept	174,566
Original approved estimate	138,554
Variance	-36,012

Table 2: Forecast year end Net Expenditure by Committee and income & expenditure category

Income & Expenditure Category	Strategy and Resources £	Leisure Services £	Planning and Community £	Precept £	Total £
Rent & Hire of Facilities	110,237	658,820	0	0	769,057
Interest from Bank and Investments	113,671	0	0	0	113,671
Other Council Generated Income	41,855	39,840	0	0	81,695
Grants, Levies & Donations	84,476	1,365	0	0	85,841
Precept income	0	0	0	1,165,759	1,165,759
Internal Recharge Income*	41,267	0	0	0	41,267
Total Income	391,506	700,025	0	1,165,759	2,257,290
Staffing	647,413	703,693	0	0	1,351,105
Amenities	128,040	274,799	0	0	402,839
Supplies & Services	192,216	149,252	23,210	0	364,678
Loan repayments	146,229	0	0	0	146,229
Contributions to Earmarked Reserves	125,738	0	0	0	125,738
Internal Recharge Costs*	41,267	0	0	0	41,267
Gross Expenditure	1,280,903	1,127,743	23,210	0	2,431,856
Net Expenditure	889,397	427,718	23,210	1,165,759	174,566
Original Estimate	864,244	416,860	23,210	1,165,759	138,554
Variance	25,153	10,858	0	0	36,012

Table 3: Forecast year end movement in General Reserves

Details	Approved Budget £	Revised Annual Forecast £	Movement £
BALANCES			
Opening balance	682,768	788,544	105,776
Movement	138,552	174,566	36,012
Closing balance	544,216	613,978	69,764

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Minutes of an extraordinary meeting of the Leisure Services Committee held at the Oakwood Centre on Tuesday 15 July 2025 at 7:00 pm

Present: *Councillors D. Smith (Chairman); D. Bragg; Y. Edwards; M. Firmager; K. Gilder;*

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

Also present: *Councillors V. Lewis; C. Jewell (virtual attendance)
1 member of the public*

13. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Errawalla, Kennedy and Lewis. Councillor Lewis and Jewell attended the meeting virtually.

Councillor Jewell and Edwards were not present at the start of the meeting.

14. **DECLARATIONS OF INTEREST**

There were no declarations of interest received from Members.

15. **YOUTH SERVICE OPTIONS**

- 15.1 Councillor Gilder, as Chairman of the Youth Support Services task & finish working group, presented Report No. LS 18/25 of their meeting, held on 1 July 2025.

Members noted that four organisations had presented the working group with youth service options. Following a query, it was confirmed the three options selected were based on specific quotes which had been provided, totalling £15k, which matched the available budget for 2025/26. It was also noted that there had only been £15k budgeted for the year as, at the time budgets were set, it had been expected the youth service options would not commence until halfway through the year.

Councillor Gilder explained that the proposed leadership course would also be a wonderful addition, but that, as additional budget would be needed, the working group recommended that additional budget be allocated by the Strategy & Resources Committee to fund this.

RESOLVED:

- ♦ To note Report No. LS 18/25.
- ♦ To approve the activities to be provided as the Council's Youth Service offering for 2025/26 from within the available £15k budget, as set out in Report No. LS 18/25.

Voting: For: 3 Against: 0 Abstain: 0 No Vote: 1

RECOMMENDED:

- ♦ That the Strategy & Resources Committee approves an additional £5,030 funding be allocated from the general reserve to fund the running of a Leadership Training Course, as set out in Report No. LS 18/25.

Voting: For: 3 Against: 0 Abstain: 0 No Vote: 1

- 15.2 Members considered the proposal to convert the Youth Support Service task & finish working group to become the Youth Service sub committee in order to support the ongoing work required to monitor Council's youth service provision, as well as to advise on future provision.

RESOLVED:

- ◆ To approve that the Youth Support Service task & finish working group be converted to the Youth Service Sub Committee, with the associated terms of reference set out at **Appendix A.**

Voting: For: 3 Against: 0 Abstain: 0 No Vote: 1

16. **WOODFORD PARK LEISURE CENTRE REDEVELOPMENT**

The Deputy Town Clerk presented Report No. LS 19/25. Members agreed that, whilst a potential full redevelopment of the leisure centre had been estimated to cost in excess of £10m, at this stage no option should be discounted, and the Council should remain aspirational. It was also commented that costs would only increase in future, and a long-term approach should be taken to ensure the longevity of the site.

The Deputy Town Clerk advised that, currently, the repayment on a Public Works Loans Board loan of £2.5m would be around £100k a year, with repayment on a loan of over £10m likely to be nearer £400k a year. He suggested Officers deemed it unlikely this could be covered by additional income, but a business plan would be developed and presented as part of any proposals. A comment was made that, with loan payments linked to the Oakwood Centre due to finish this year, the Council would no longer be paying back around £108k a year. The Deputy Town Clerk advised that, whilst this was true, for the last few years the Council had been benefitting from around £100k investment income a year due to raising the total capital repayment amount early, which would now cease.

Councillor Jewell joined the meeting virtually.

Members noted that any decision relating to the approval of funding for undertaking surveys would not restrict the approach the Council takes in future with regards to the redevelopment, with the surveys needed to progress towards formulating costed options to be presented to the Woodford Park Leisure Centre Development task & finish working group for consideration. Members also noted that additional surveys would be needed in future, with requests for funding presented to the Committee when known.

Councillor Edwards joined the meeting.

RESOLVED:

- ◆ To note Report No. LS 19/25.
- ◆ To approve the use of funds held in the Woodford Park Leisure Centre Buildings & Facilities earmarked reserve to fund the following works in relation to progressing the redevelopment of the leisure centre:
 - Measured survey – estimated at £6,000
 - M&E (mechanical & electrical) condition survey – estimated at £6,000
 - Structural Engineering Assessment – estimated at £4,000

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

The meeting closed at 7:27 pm

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 22 July 2025 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); K. Baker; D. Bragg; C. Jewell; J. Taylor;*

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

Also present: *7 members of the public*

34. **APOLOGIES**

Apologies for absence were received from Councillors Horskins and Sartorel.

35. **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members.

36. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 17 JUNE 2025**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 17 June 2025 be approved and be signed by the Chairman as a true and accurate record.

37. **ACTIONS / FOLLOW UPS**

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

14 November 2023 – Minute 115 / 12 December 2024 – Minutes 116

In relation to minute 116, which was for Councillor Taylor to review the Woodley Design Statement and identify key elements to be considered when responding to planning applications, it was agreed that the Statement should be circulated to all Councillors in order that the contents could be taken into account when considering all matters, including those which impact the wider community. It was felt this would complete the action linked to minute 116, but that minute 115, which was to review the Statement once the new Local Plan is finalised, should remain.

17 June 2025 – Minute 29.2

It was noted that overgrown foliage surrounding the road sign towards Woodley on the A3290, prior to Bader Way, had been cleared, but that the sign was still only visible from less than 50 yards away. Councillor Jewell advised she had taken this up with Wokingham Borough Council directly and would continue to do so until the situation is resolved.

17 June 2025 – Minute 29.3

Members noted the report which had been circulated regarding the Individual Executive Member Decision due to be taken in relation to the introduction of car park charges at the Museum of Berkshire Aviation car park. Members were disappointed that the report, which collated objections and comments to the proposal, had not provided a substantive answer to the objections raised, purely citing that charges were being brought in to match other Dinton Pastures car parks.

38. **CURRENT PLANNING APPLICATIONS**

During discussions, Members asked that Officers contact Wokingham Borough Council to receive guidance on what would happen if two planning applications are approved for the same property for different elements / designs.

RESOLVED:

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

39. **PLANNING DECISIONS**

RESOLVED:

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

40. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note that Wokingham Borough Council have confirmed the following tree preservation order:

TPO 1999/2025 – 5 Woodlands Avenue, Woodley, Wokingham, Berkshire, RG5 3HN

41. **ENFORCEMENT ISSUES**

RESOLVED:

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

42. **WOKINGHAM BOROUGH COUNCIL PUBLIC BUDGET SURVEY**

Members considered the request for feedback from town and parish councils regarding their public budget survey, but felt the Committee did not have a mandate to reply to this, highlighting that it would be difficult to reflect to all individuals views. It was noted the original survey had been circulated to all Members, and had been publicised to residents by the Town Council. The Committee determined not to send a response.

43. **TRANSPORTATION & HIGHWAYS**

43.1 **Community Speedwatch**

Councillor Taylor advised Members that there was no update.

43.2 **Highways Issues**

It was noted that a trip hazard outside Morrisons Local in the town centre which had been reported by a Councillor to Wokingham Borough Council had been resolved within 2 days.

Members highlighted a concern regarding the traffic entering and exiting the new Morrisons store at the Just Tiles roundabout. Councillor Jewell advised she had raised this directly with Wokingham Borough Council's highways team and it was felt this was likely to be a planning issue.

44. **COMMUNITY ISSUES**

It was requested that, should the proposed car park charges at the Museum of Berkshire Aviation car park be approved, Wokingham Borough Council needs to be advised they need to update signage on Colemans Moor Road directing people to free car parks.

45. **PUBLICATIONS/INFORMATION**

RESOLVED:

♦ To note receipt of the following:

- Promise Inclusion newsletter – June 2025
- Berkshire Association of Local Councils newsletter – July 2025

46. **FUTURE AGENDA ITEMS**

There were no future agenda items suggested by Members.

47. **PUBLICITY/WEBSITE**

It was requested that the Council seek to help Wokingham MyJourney to publicise their summer bike bonanza taking place at Coronation Hall on 21 August.

The meeting closed at 9.14 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 22 July 2025

Application No. & Address	Proposal
251292 52 Antrim Road, Woodley, RG5 3NT	Householder application for the proposed single storey front extension, with new fenestration.
Observations: No objections.	
251403 79 Woodlands Avenue, Woodley, RG5 3HG	Householder application for the proposed erection of single storey rear extension.
Observations: No objections.	
251470 1 Halstead Close, Woodley, RG5 4LD	Full application for the proposed erection of first floor side extension following subdivision of existing dwelling, associated parking and amenity land.
Observations: No objections.	
251472 28 Tennyson Road, Woodley, RG5 3RH	Householder application for the proposed engineering operations to re-level the rear garden and facilitate the formation of a patio with associated retaining structures.(Retrospective)
Observations: No objections.	
251501 30 Reading Road, Woodley, RG5 3DB	Householder application for the proposed erection of first floor side extension, garage conversion and changes to fenestrations.
Observations: Members of the Planning & Community Committee have considered this application and were concerned about the potential to create a terracing effect. Whilst they acknowledge there would be a gap between the properties, and that the proposed side extension was stepped back from the front elevation of the property, they noted the extension was in line with the front elevation of the neighbouring property, and ask the gap between would be minimal it was felt this could lead to a potential terracing effect.	
251559 25 Colemans Moor Lane, Woodley, RG5 4BT	Householder application for the proposed erection of a part single, part two storey side/rear extension and changes to fenestration following demolition of existing porch, conservatory and garage.
Observations: Members of the Planning & Community Committee have considered this application and wish to repeat the objection they raised with regards to the original application (reference 250730) on the grounds that they believe the proposed development would be overbearing	

and overdevelopment; the Committee noted the footprint for the new proposal appears bigger than the original application.	
251580 Land to the north of 6 Woodlands Avenue, Woodley, RG5 3HJ	Permission in principle application for residential development (including demolition of an existing bin store) comprising the erection of a minimum of 2 and a maximum of 4 dwellings.
Observations: Members of the Planning & Community Committee have considered this permission in principal application. Whilst they did not object to the proposed land being used for residential development, they were concerned with the access and parking issues which would be caused by the introduction of 4 properties, and felt the site could accommodate a maximum of 2 properties.	
251582 28 Tennyson Road, Woodley, RG5 3RH	Full application for the proposed erection of a 2m replacement fence. (Retrospective)
Observations: No comment.	
251584 5 Ashtrees Road, Woodley, RG5 4LP	Householder application for the proposed erection of a two storey rear extension with associated alterations to rear and side fenestration, following demolition of the existing rear conservatory.
Observations: No comment.	
251587 189 Fairwater Drive, Woodley, RG5 3JQ	Householder application for the proposed erection of a first-floor extension.
Observations: Members of the Planning & Community Committee have considered this application and, whilst they did not wish to object, they were concerned about the potential impact on the neighbouring property by the 2-storey element of the design.	
251660 11 The Ridgeway, Woodley, RG5 3QD	Householder application for the proposed erection of a single storey rear extension with a flat roof incorporating a roof lantern and new rear-facing fenestration, following demolition of the existing conservatory.
Observations: No comment.	

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 26 August 2025 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); D. Bragg; L. Guttridge; J. Sartorel; J. Taylor;*

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

Also present: *Cllrs K. Baker; R. Horskins (virtual attendance)
1 member of the public*

48. **APOLOGIES**

Apologies for absence were received from Councillors Baker, Horskins, Jewell and Lewis. Councillors Baker and Horskins attended the meeting virtually.

49. **DECLARATIONS OF INTEREST**

Councillor Soane – Agenda Item 5: Current Planning Applications. Councillor Soane advised that he knows the applicant in relation to planning application 251782 – 11 Headley Road. As such, Councillor Soane took no part in the discussion or decision relating to this application.

50. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 22 JULY 2025**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 22 July 2025 be approved and be signed by the Chairman as a true and accurate record.

51. **ACTIONS / FOLLOW UPS**

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

51.1 **30 January 2024 – Minute 172**

The Town Clerk updated Members that the proposal for additional funding to cover the installation of new noticeboards was due to be considered at the next Strategy & Resources Committee meeting. It was noted locations were still being discussed internally, taking account of previous feedback from Councillors, and that this included considering new locations, including in the Town Centre.

51.2 It was requested that Officers create a shared drive for Councillors containing all information and guidance which might be relevant to them, including planning guidance received from Wokingham Borough Council.

51.3 It was noted no decision had been made in relation to the new car park charges at the Aviation Museum car park, and that a decision had been delayed by Wokingham Borough Council. It was requested that Officers chase Wokingham Borough Council for an update. Once approved, it was requested that a reminder be sent to Wokingham Borough Council to update the signage on Colemans Moor Road which references free parking locations.

- 51.4 Members discussed the issue of foliage from trees and bushes overhanging pavements. It was noted there was a reporting facility on Wokingham Borough Council's website to report such issues. A comment was made that the bushes running along the Headley Road at the south end of the Memorial Ground were bad, and the Town Clerk said he would take this up with the Amenities Manager.

52. **CURRENT PLANNING APPLICATIONS**

When considering planning application 251639 – Shop Unit 7 (Tesco), Loddon Vale Centre – Members raised concerns about disabled access and asked that Officer write to Tesco to raise this concern. Members also raised a concern with ramped disabled access to the centre more generally, and it was requested this be raised with Wokingham Borough Council.

RESOLVED:

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

53. **PLANNING DECISIONS**

RESOLVED:

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

54. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following application for works to protected trees received by Wokingham Borough Council:

Application: 251645

Location: Land at and adjacent to Church Mews, Woodley, Wokingham, RG5 4RJ

Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1696/2019, AREA 1 and 2 T1, Evergreen Oak – Remove major deadwood. T2, Common Oak – Remove major deadwood. T4, Cherry – Crown lift to 5m over road. T6, Cherry – Crown lift by removing 5 no. lowest branches. T11, Ash – Reduce height and side growth of smaller step by approx. 1.5m. T17, Ash – Remove major deadwood; crown lift to 5m over road. T18, Ash – Remove major deadwood; crown lift to 5m over road. T19, Oak – Remove major deadwood in part of crown overhanging site. T20, Cherry – Cut back to give 1.2m clearance from lamppost. G21, Hazel – General maintenance of hedge. T25, Bay Tree – General maintenance.

Application: 251654

Location: Land at and adjacent to Church Mews, Woodley, Wokingham, RG5 4RJ

Proposal: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA T5, Sorbus – Crown lift to 5m over road. T8, Tulip Tree – Cut back side branches to give 1.5m clearance from building. T22, Cherry – Cut back to give 2m clearance from building. T24, Laurel – General maintenance of hedge. T28, Oak – Crown thin by approx. 25%. T33, Robinia – Remove all major deadwood. G35, Unknown Species – Trim small trees to maintain size and shape.

Application: 251688

Location: 9 Quentin Road, Woodley, Wokingham, RG5 3NF

Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 3/1951, WOODLAND 3 T1, Acacia – Section fell to just above ground level; treat stump. T2, Western Redbud – Fell to just above ground level; treat stump. T3, Liquidamber – Fell to just above ground level; treat stump.

Application: 251707
 Location: 38 Wheble Drive, Woodley, Wokingham, RG5 3DT
 Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1715/2020, AREA 1 T1, Sweet Chestnut – Fell to ground level.

Application: 251738
 Location: St John's Church Hall, Church Road, Woodley, Wokingham, RG5 4QN
 Proposal: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA T001, Ash (Tag 05496) – Crown reduction by 5m in height back to healthy wood and by 2-3m in lateral branch spread; remove deadwood.

Application: 251806
 Location: Southlake Primary School, Campbell Road, Woodley, Wokingham, RG5 3NA
 Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 1646/2018, WOODLAND 1 T1, Beech – Crown reduction by approx. 3m to give a final height of 20m above ground level.

Application: 251887
 Location: 18 Rosewood, Woodley, Wokingham, RG5 3QU
 Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 3/1951, WOODLAND 3 T1-T15, Leylandii Hedge – Remove. T16, Cypress – Remove. T17, Black Cherry – Cut back to provide 2m clearance to adjacent property (35 Linden Road); crown lift to 3.75m above ground level.

Application: 251939
 Location: Land to the front of 14 Quentin Road, Woodley, Wokingham, RG5 3NE
 Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 3/1951, WOODLAND 3 T1, Silver Maple (no. 007669) – Remove damaged limb and deadwood; remove basal growth and epicormic growth to 2.4m.

Application: 251951
 Location: 2a Warren Road, Woodley, Wokingham, RG5 3AR
 Proposal: APPLICATION FOR WORKS TO PROTECTED TREE(S) TPO 910/1997, GROUP 1 T001, Pedunculate Oak - Section fell the western stem; reduce height of remaining eastern stem by 3.5m +/- 0.5m and back to suitable growth points, final post-pruning height to be no less than 19m; tip-reduce the remaining lateral branches by 1m (+/- 0.5m) and remove all deadwood over 50mm diameter. T002, Pedunculate Oak - Lightly prune the long lateral branch on the NE side that grows out over the shared driveway to ensure 5.5m height clearance, best achieved by reducing the length from 6.5m to 5.5m (+/- 0.5m with a final pruning cut of 75mm diameter); remove deadwood over 50mm diameter. T003, Pedunculate Oak - Remove deadwood over 50mm diameter. T004, Pedunculate Oak - Remove deadwood over 50mm diameter.

55. **ENFORCEMENT ISSUES**

RESOLVED:

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

56. **ANTI SOCIAL BEHAVIOUR REPORT**

RESOLVED:

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

57. **TRANSPORTATION & HIGHWAYS**

57.1 **Community Speedwatch**

Councillor Taylor advised Members that there had been no recent activity whilst her time had been taken up with the development of cycle routes. She advised that, when the cycle route project was finished, she would need to re-group on Community Speedwatch and seek come up with a plan to engage additional volunteers.

57.2 **Highways Issues**

It was noted that, in relation to the temporary closure of Colemans Moor Road for essential gas works, Reading Buses were not travelling along the diversion route along Vauxhall Drive, leading to some elderly or disabled residents being unable to access buses at this time. Members noted the works were due to take place until the end of November, and requested that Officers write to Reading Buses to voice their concern and seek a more suitable alternate route for local buses during the closure.

- 57.3 It was noted that, as part of the Cycling & Walking sub committees work to develop cycle networks, issues with the poor condition of signage was being identified. Where this happened, Members noted that these were being reported to Wokingham Borough Council.

58. **COMMUNITY ISSUES**

- 58.1 Members noted that there was a concern relating to the condition of pavements across the area, especially in relation to people travelling in motorised wheelchairs. This was in addition to the concern regarding overhanging foliage raised earlier in the meeting. It was suggested that Officers might ask Councillors to report areas of concern to them, with a list collated and then sent to Wokingham Borough Council.

It was queried as to whether Wokingham Borough Council had an officer responsible for accessibility, but it was understood the relevant officer was responsible for building accessibility and not wider issues, such as highways. It was also suggested that, if it was not already in place, Wokingham Borough Council should appoint an Executive Member responsible for accessibility. A request was made for Officers to write to Wokingham Borough Council formally, on behalf of the Committee, to voice these concerns. It was requested that, whenever writing to Wokingham Borough Council, the relevant Executive Member and / or the Leader of the Council be copied into the correspondence.

- 58.2 In reference to a previous item regarding the installation of an EV charging point on Wheble Drive, Members noted the Government had setup a £25m fund for the installation of safe, cross pavement charging solutions, which was available for local authorities to apply for. Members asked Officers to contact Wokingham Borough Council to see if they were aware and had applied for this.
- 58.3 Members discussed signage prohibiting cycling and scooting in the town centre. It was noted the Town Clerk and Town Centre Manager had assessed the area and options were being considered, including replacing and improving painted signage on the highway itself.

59. **FUTURE AGENDA ITEMS**

There were no future agenda items suggested by Members.

60. **PUBLICITY/WEBSITE**

There were no publicity or website items raised by Members.

The meeting closed at 9.03 pm

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Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 26 August 2025

Application No. & Address	Proposal
251626 48 Nightingale Road, Woodley, RG5 3LU	Householder application for the proposed single storey rear and side extension.
Observations: No objections.	
251639 Shop Unit 7, Loddon Vale Centre, Woodley, RG5 4UL	Full application for the proposed installation of 2 no. remote gas cooler units and 3 no. floor-mounted AC units with protective railings, plus erection of a 2.4m high timber fence enclosure and access gate with associated barriers, following removal of existing plant and enclosure.
Observations: No objections.	
251643 19 Norton Road, Woodley, RG5 4A	Householder application for the proposed erection of single-storey side extension.
Observations: No objections.	
251696 39 Forest Road, Woodley, RG5 4BQ	Householder application for the proposed partial conversion of the existing garage to an office with thermal upgrades and associated alterations to fenestration, alongside the formation of a replacement hardstanding car parking space to the front.
Observations: No objections.	
251720 28 Caldbeck Drive, Woodley, RG5 4LA	Householder application for the proposed erection of a front porch, single-storey front extension and roof modifications.
Observations: No objections.	
251730 16 Martinet Road, Woodley, RG5 4TQ	Householder application for the proposed erection of a single storey rear extension along with changes to fenestration.
Observations: No objections.	

251731 13 Jerome Road, Woodley, RG5 3NH	Application to vary condition 2 of planning consent 242498 for the proposed erection of a new front porch extension and part single, part two storey side/rear extension following the demolition of the existing attached garage and single storey rear addition. Condition 2 refers to approved details and the variation is to add an additional 1m to proposed ground floor rear extension.
Observations: No objections.	
251782 11 Headley Road, Woodley, RG5 4JB	Application to vary condition 2 of listed building consent 250792 for the proposed windows and front porch replacement. Condition 2 refers to approved details. Variation is to allow retention of existing frames of windows A and B.
Observations: No objections.	
251794 17 Duffield Road, Woodley, RG5 4RL	Householder application for the proposed erection of a single storey flat roof rear extension with skylights following demolition of existing conservatory plus changes to fenestration following part conversion of existing garage to create habitable accommodation.
Observations: No objections.	
251890 29 Rochester Avenue, Woodley, RG5 4NA	Householder application for proposed single storey front porch extension (part retrospective).
Observations: No objections.	

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 9 September 2025 at 8:00 pm**

Present: *Councillors D. Smith (Chairman); Y. Edwards; M. Firmager; K. Gilder;
C. Jewell; M. Kennedy; V. Lewis; P. Singh*

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

Also present: *Cllr R Horskins (virtual attendance)
1 member of the public*

17. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Bragg and Errawalla.

18. **DECLARATIONS OF INTEREST**

There were no declarations of interest received from Members.

19. **MINUTES OF THE MEETING HELD ON 3 JUNE 2025**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 3 June 2025 be approved and signed by the Chairman as a correct record.

20. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 15 JULY 2025**

RESOLVED:

- ◆ That the minutes of the extraordinary Leisure Services Committee meeting of 15 July 2025 be approved and signed by the Chairman as a correct record.

21. **ACTIONS / FOLLOW UPS**

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

7 November 2023 – Minute 34

Following a request for an update on the desire to upgrade play equipment in Wheble Park, the Town Clerk confirmed that the heads of terms for an extended lease have been received from Reading Borough Council and those, along with associated legal fees, are due to be presented to the Strategy & Resources Committee on the 16 September for consideration. Following a query as to whether progress could be made on sourcing relevant play equipment, the Town Clerk reminded Councillors that the Strategy & Resources Committee had previously indicated they wished an extended lease to be resolved first and to not utilise resource looking into equipment until then. Members requested that the tender for the play equipment run concurrently with the work to extend the lease to avoid any further delays, and the Town Clerk confirmed he would take this request to the Strategy & Resources Committee.

22. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

The Town Clerk advised Members that the adverse expenditure associated with the Memorial Ground related to historic expenditure figures which were outstanding on the Council's balance sheet and linked to previous accounting arrangements for the charity.

Following a query regarding the higher than anticipated energy and water charges relating to the town centre public toilet, the Town Clerk advised that Officers do regularly test the market and procure supply via the Council's broker to ensure best value.

RESOLVED:

- ◆ To note Report No. LS 20/25.

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

The Leisure Services Manager presented Report No. LS 21/25.

In relation to any gym membership cancellations relating to injury or medical reasons, the Leisure Services Manager confirmed that none of these related to any injury or accident which took place at the Leisure Centre.

Regarding the Sunshine Programme in development, the Leisure Services Manager confirmed that this was currently being linked to the centre's Sunshine membership option, which provides access to activities during the daytime. He clarified there was no intention to restrict membership to any particular demographic, but that the programme would be focussed on daytime sessions. It was also noted the deliver the programme across Council venues, not just the leisure centre, which would help alleviate capacity issues at the centre. The Leisure Services Manager stated that, whilst it was early days in the development of the programme, the types of sessions being considered were those such as physio support, menopause coaching, and injury recovery. Members were positive over the plans, noting the benefit of providing a social programme likely to be accessed by the older adult community.

RESOLVED:

- ◆ To note Report No. LS 21/25.

24. **PARKS AND BUILDINGS**

The Town Clerk presented Report No. LS 22/25.

Members noted the positive response received with regards to the Council's recent Party in the Park and VJ Day events.

A comment was made regarding the need for additional picnic benches near the destination play area. The Town Clerk advised that a funding request for 5 new benches for the park was to be presented to the Strategy & Resources Committee on 16 September. Regarding the issue of capacity for other benches around the park, the Town Clerk confirmed there would come a time when Woodford Park wouldn't require additional memorial benches, but that interest in memorial trees had increased and was being encouraged, and Officers would also be reviewing the need for benches at other Council parks. The Town Clerk also confirmed that was an annual inspection regime in relation to Council owned benches around the town.

Following a query regarding the Council's new allotments software, it was confirmed this did link to the Council's new finance system.

RESOLVED:

- ◆ To note Report No. LS 16/25.
- ◆ To reinstate the Woodford Park Leisure Centre Development task & finish working group, with the approved terms of reference set out at **Appendix A**.

Voting: For: 8 Against: 0 Abstain: 0 No Vote: 0

- ◆ To note the appointment of Councillors Edwards, Firmager, Gilder and Smith to the Woodford Park Leisure Centre Development task & finish working group.

25. **FRIENDS OF WOODFORD PARK UPDATE**

Members noted the update report from the Friends of Woodford Park (FoWP), provided at the meeting.

The Town Clerk advised that he had responded directly to the Friends of Woodford Park in relation to two comments raised in the report.

In relation to concerns regarding the condition of the access road off Western Avenue, the Town Clerk advised that the Council does not own the road and, despite multiple efforts since the 1990's, including contacting HM Land Registry, the Council had been unable to ascertain who does. He confirmed the Council had regularly undertaken temporary repairs to the surface due to the need for the Council to access the park via the road, and that legal advice was being sought as to the Council's options regarding the potential for claiming the land.

In relation to original design proposals to relocate fencing and clear additional land to the western end of the lake, the Town Clerk advised that this was not undertaken at the time of the project 10 years ago due to difficulty in clearing the land and relocating the fence, with the area heavily wooded, as well as posing security issues for the Maintenance Depot.

26. **LEISURE MANAGEMENT SYSTEM**

The Leisure Services Manager presented Report No. LS 23/25 which proposed the provision of funding for the purchase of a new leisure management booking system.

Following a query regarding whether cost savings would be made to cover annual revenue costs, the Leisure Services Manager advised that some reduction in staff costs could be expected through efficiency savings but that the precise level was unknown. It was also noted that additional savings would be made through a more robust method of charging for classes; at present, attendees do not pay in advance and so, where they book and do not turn up, revenue is lost. Members also acknowledged that an improved booking system would also improve the customer experience, which would help increase and retain memberships.

Members agreed that the recommendation due for consideration should also reference the on-going annual revenue costs associated with the proposed new system.

RESOLVED:

- ◆ To note Report No. LS 23/25.
- ◆ To recommend to the Strategy & Resources Committee that they approve £22,000 funding from the WPLC VAT Reclaim earmarked reserve for the purchase and implementation of a new leisure management solution, noting the associated on-going annual revenue costs (£18k in 2026/27).

Voting: For: 8 Against: 0 Abstain: 0 No Vote: 0

27. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

28. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

The meeting closed at 8:56 pm

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WPLC DEVELOPMENT TASK AND FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	31/10/23	No	Draft
1.0	07/11/23	Yes	Minor wording changes – approved at LS Committee
1.1	16/01/24	Yes	Addition of end date & associated re-numbering – approved at LS Committee
2.0	03/09/24	Yes	Expanded remit (6.1 c & d / 6.3 g) and extended end date – approved at LS Committee
2.1	09/09/25	No	Reinstated and End Date removed – approved at LS Committee

1. TYPE OF COMMITTEE => Task and Finish Working Group

2. PARENT COMMITTEE => Leisure Services Committee

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

4. SIZE => 4 Councillors

5. END DATE =>

6. DUTIES AND POWERS

6.1 OVERALL PURPOSE

- a. To consider the best way in which to enhance, and optimise the revenue potential from future leisure services offered at Woodford Park Leisure Centre, primarily considering potential enhancements to the building, infrastructure and outside spaces.
- b. To identify potential income generating services which might be provided at the centre for further feasibility investigations.
- c. To create a formal proposal for the redevelopment of Woodford Park Leisure Centre, focusing on the inclusion of a café, dedicated exercise studio space, soft play area, and splash pad, with additional focus on making spaces multi-use, where possible, and ensuring parking capacity is taken into consideration.
- d. To present a formal proposal for redevelopment of the leisure centre to the Leisure Services Committee for consideration and, ultimately, to be recommended to the Strategy & Resources Committee for funding approval.

6.2 MEETINGS

- a. The first meeting of the working group will take place within two months of the Leisure Services Committee meeting at which the committee is formed. Further meetings will take place as and when required in order to best achieve the stated purpose within any timescales prescribed by the working group.
- b. Officers will be in attendance at all meetings.

6.3 TERMS OF OPERATION

- a. To engage with the Council's Leisure Services Manager to better understand the leisure services provided at the centre, take up from residents, and income generated.
- b. To compile a list of existing leisure services offered within Woodley and the surrounding area to better understand local competition and the provision available to residents.
- c. To undertake a short survey of Members of the Council to capture suggestions for leisure services the Council might wish to consider providing at the centre in the future.
- d. To understand the buildings, infrastructure and outside spaces currently available at the leisure centre, including the age, capacity, and suitability of available spaces.
- e. To identify potential enhancements to be made to buildings, infrastructure and outside spaces at the leisure centre, with the aim of increasing the Council's leisure service offering for residents and optimising revenue, and to make a recommendation to the Leisure Services Committee as to how to progress these.
- f. To consider potential leisure services which might be offered at the centre in future, in light of any recommended building, infrastructure and outside space enhancements, and to make a recommendation to the Leisure Services Committee as to how these may be progressed.
- g. To engage with suitable architects / suppliers to create a formal proposal for the redevelopment of the leisure centre, focusing on the leisure services identified by the group as the priority for inclusion.

Kevin Murray

Woodley Town Council

10 July 2025

Dear Kevin

Internal Audit 2025-26 - Terms of Engagement

I am writing to confirm terms of engagement for the 25-26 financial year. April Skies Accounting Ltd is able to supply Mike Platten to act as internal auditor to Woodley Town. April Skies Accounting is able to carry out the internal audit for the Council for 25-26 financial year at a cost of £1600 plus travel from Farnham in Surrey. This covers the cost of:

- Three interim audits, to be completed in November, January and March
- The year end audit, to be completed at the Council's convenience after 1 April and in time to permit the Council to approve the AGAR before 30 June.

We are writing to confirm the terms of our appointment. This engagement letter sets out the basis on which we are engaged to act as internal auditors and our respective areas of responsibility.

I. Responsibilities of the Council

- I.1 The Council is responsible for ensuring that it maintains an adequate system of internal control, including measures designed to prevent and detect fraud and corruption. For clarity, responsibility for safeguarding the assets of the Council and for the prevention and detection of fraud, error and non-compliance with law or regulations rests with the Council.
- I.2 The Council is also responsible for ensuring that accounting statements are prepared in accordance with the requirements of accounting regulations applicable to parish councils.
- I.3 The Council should make available to internal audit, as and when required, all accounting records and all other relevant records and related information, including minutes of all meetings. We are entitled to obtain from the Council's members and employees any information or documentation we think necessary for the performance of our duties as internal auditors.

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

- 1.4 We, as your internal auditors cannot absolve management of responsibility for internal controls and must ensure that we are not involved in the operation of controls or making management decisions as such activities may compromise our objectivity.

2. Responsibility of Internal Audit

- 2.1 It is our duty to complete and sign off section 4 of the Annual Return for Local Councils in England. We must report on the following assertions:

Table 1 – Internal Control Objectives

Source: *Annual Return for Local Councils in England*

A	Appropriate books of account have been kept properly throughout the year
B	The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.
G	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
H	Asset and investments registers were complete and accurate and properly maintained.
I	Periodic and year-end bank account reconciliations were properly carried out.
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
K	Exemption from limited assurance review (smaller councils only)
L	Transparency Code (smaller councils' compliance)
M	Inspection - Council met responsibilities to allow public inspection of the accounts
N	Publication requirements AGAR
O	Trust funds (including charitable) The council met its responsibilities as a trustee.

2.2 We will carry out any audit testing we deem necessary to complete section 4 of the Annual Return for Local Councils in England. Internal Audit has a responsibility to report any evidence of what we judge to be material non-compliance with any of the assertions set out in table 1 above via the annual report.

2.3 We will also report to you in writing any areas where we judge your systems of internal control may need to be strengthened, on completion of our audit work.

3. Scope of Audit

3.1 Our internal audit will be conducted in accordance with current practices and guidelines, specifically those set out in section 4 of “Government and Accountability for Local Councils - A Practitioners Guide.”

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

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

4. Communication

4.1 We will contact you by email in order to confirm arrangements for the audit.

4.2 We will set out any matters arising from the audit in the following formats:

- by email, on conclusion of the audit, to enable discussion of recommendations
- a report will be issued by email, in time to enable you to complete the Annual Return

4.3 We will, of course, contact you regularly in the course of the financial year with regard to audit and other matters.

4.4 Our fees do not include attendance at meetings of the Council. If this is required, an additional charge will be incurred.

5. Electronic Publication

- 5.1 Where audited financial information is published digitally by the Council, it is the responsibility of the Council to ensure that any such publication properly presents the financial information and auditor's report.
- 5.2 It is your responsibility to ensure there are controls in place to prevent or detect quickly any changes to electronically published information. The maintenance and integrity of electronically published information is the Council's responsibility, and we accept no responsibility for changes made to audited information after it is first posted.

6. Limitation of liability

- 6.1 The work carried out under the terms of this engagement letter is solely for the use of Woodley Town. We neither owe nor accept any duty of care to any other third party.

7. Competence

- 7.1 April Skies Accounting Ltd provides the services of Mike Platten to Woodley Town Council in respect of the above assignment. Mike Platten is a member of the Chartered Institute of Public Finance and Accountancy (CIPFA). CIPFA maintains a professional disciplinary scheme under which complaints of misconduct by CIPFA members will be investigated. The client has a right to refer to CIPFA any matters affecting professional conduct or competence.

8. Continuity and Substitution

- 8.1 April Skies Accounting Ltd may, with the prior written approval of the Client, appoint a suitably qualified and skilled substitute to perform the services instead of the individual, provided that the substitute shall be required to enter into direct undertakings with the Client, including with regard to confidentiality. If the Client accepts the substitute, the Consultant Company shall continue to invoice the Client and shall be responsible for the remuneration of the substitute.

9. Insurance

- 9.1 April Skies Accounting Limited holds professional indemnity insurance cover to a limit of £250K. The professional indemnity insurer is Simply Business Insurance. The certificate of insurance is attached.

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

10. Independence

- 10.1 April Skies Accounting Ltd has no relationship with staff or Councillors of Woodley Town Council, beyond that required to carry out a professional internal audit. Furthermore, in line with NALC guidance, April Skies Accounting Ltd will not take on any form of consultancy work with the Council.

11. Period of engagement

- 11.1 This letter is effective for accounting periods ending on or after 31-03-2025. Any matters arising in respect of prior periods will be dealt with in accordance with best practice.

12. Fees

- 12.1 We calculate our fees using a standard hourly rate plus expenses. Mileage will be charged at 45p mile. All other expenses will be charged at cost.
- 12.2 Invoices should be settled within 30 days of submission to the Council.
- 12.3 Our fee assumes a robust level of internal controls at the Council and documented procedures of a high standard. If additional work is required, this is charged at £65 per hour.

13. Agreement of terms

- 13.1 If, having considered the terms of this engagement letter, you conclude they are reasonable, and you wish to engage us on these terms, please let us have your written agreement to these arrangements by returning to us a signed copy of this engagement letter.

Yours faithfully



Mike Platten

April Skies Accounting Ltd

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

Woodley Town Council agrees the appointment of April Skies Accounting Limited subject to the terms of this engagement letter.

Signed: _____

Printed Name: _____

Position: _____

Date: _____



Certificate of Insurance

Issue date: 22 June 2025

Simply Business certifies that the information for April Skies Accounting Limited shown here is correct, as of the issue date above.

For full policy terms and conditions, please refer to the policy wording document.

Company name	April Skies Accounting Limited
Policy number	CHBS3589971XB
Trade/Business	Accountant
Professional indemnity	up to £250,000
Policy start date	01 July 2025
Policy end date	30 June 2026

A handwritten signature in black ink, appearing to read 'David Summers'.

David Summers
Group CEO, Simply Business

• 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

CLIMATE EMERGENCY UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with the Carbon Footprint Target Setting report, provided as part of the Council's 2023/24 carbon footprint assessment, and to ask Members to consider:

- Approving associated updates to the Council's Climate Emergency Action Plan (CEAP);
- Allocating funds to enable the Council to track and verify its carbon footprint for both the 2025/26 and 2026/27 financial years; and
- When the Council wishes to fund the offsetting of its carbon footprint.

Background

In October 2019, Woodley Town Council adopted a motion declaring a Climate Emergency, committing the Council to becoming a carbon neutral organisation by 2030.

In 2024, the Strategy & Resources Committee approved the undertaking of the first formal measurement of the Council's carbon footprint; Carbon Footprint Ltd were engaged to undertake this, with the full assessment reported back to the Committee on 22 April 2025.

Target Setting Report

Following on from the assessment, Carbon Footprint Ltd have provided a target setting report which sets a roadmap for the Town Council to reduce greenhouse gas (GHG) emissions based on the Council's baseline year (2023/24). It models future emissions, recommends reduction targets, and suggests actions to achieve net zero by 2050 in line with international standards on Climate Change Management. The report is provided at **Appendix A**.

The report recommends the Council should set the following targets:

- Reduce market-based emissions by at least 50% by 2033 (compared to baseline year)
- Reduce market-based emissions by at least 90% by 2050 (compared to baseline year)
- Offset unabated emissions on an annual basis

Alongside passive reductions – those requiring no action from the Council - the report recommends the following key actions to achieve these targets:

- Procurement & Supply Chain:
 - Collect activity data instead of spend-based data.
 - Choose suppliers with their own credible reduction targets.
- Transport:
 - Install at least 1 EV charging point at the Maintenance Depot by 2030.
 - Convert council-owned van and pick-up truck to EV by 2030; tractors by 2035.
 - Install 4 public EV charging points at Woodford Leisure Centre by 2028.
- Operational Improvements:
 - Continue efficiency gains in waste, commuting, water, and energy.
 - Encourage staff commuting via EV (linked to charging rollout)

Climate Emergency Action Plan (CEAP)

The Council's CEAP, which has been circulated previously to Members and is available on the Council's website, was last updated in April 2024. Following receipt of the target setting report, it is recommended that the CEAP be updated to reflect the outcomes of this report, by embedding the new targets whilst also, and more significantly, updating the Council's outstanding actions.

The Council's baseline assessment identified that the highest source of GHG emissions (65%) is currently associated with purchased goods and services. The target setting report additionally recognised that, since 2018, the Council had already achieved a significant reduction in GHG (almost 150 tCO₂e) with changes to energy supply and usage. As such, it is recommended that the Council's CEAP should provide appropriate focus on reducing emissions associated with purchases and suppliers.

If approved, the CEAP will be updated accordingly with a draft presented to the Committee for approval.

Future Carbon Footprint Measuring

To monitor progress towards these targets, on-going tracking and analysis of the Council's carbon footprint is required.

The most effective way to achieve this is via access to an online platform which will enable Officers to input, measure and track the Council's associated carbon emissions throughout the year. The assessment supported through an annual verification process by a Carbon Footprint consultant, providing consistency with the baseline carbon footprint assessment previously undertaken.

The cost of access to the platform, plus the associated verification, is £7,600 for a two-year period. It is recommended this be approved and funded from the Council's Climate Emergency earmarked reserve, which currently stands at £16,113.

Carbon Offsetting

Carbon neutrality can be claimed once emissions have been offset, whilst net zero can only be claimed following a reduction of all possible emissions, with any residual level of emissions then offset by carbon removal projects.

The target setting report recommends offsetting unabated emissions on an annual basis; as no target date is provided, this would suggest the recommendation is to do so from now. However, to meet its prior commitment to be carbon neutral by 2030, the Council would ultimately need to offset its emissions for the 2029/2030 assessment period at the latest.

Members are asked to consider when they wish the Council to start funding this offset; the following options have been devised to help guide the decision:

Option 1: Offset market-based GHG from the baseline year (2023/24) onwards

This would mean the Council has offset its GHG at the earliest point possible from the initial assessment of the Council's carbon footprint. The amount offset for 2023/24 and 2024/2025 would be based on that assessment (303.4 tCO₂e for the combined periods) with suitable offsetting projects estimated to cost between £2,000 and £5,000. This could be funded from the Climate Emergency earmarked reserve in this year, with an amount budgeted for in future years to cover the expected offset.

Option 2: Offset market-based GHG from the 2025/26 calculation period onwards

This would allow time for the Council to react to the result of the initial assessment, and more accurately measure emissions over the 2025/26 period, with an amount budgeted for annually to pay for the expected offset.

Option 3: Offset market-based GHG from the 2029/30 calculation period onwards

This would mean the Council would achieve its 2018 commitment of becoming carbon neutral by 2030, and would allow the maximum amount of time for Officers to reduce carbon emissions before offsetting begins, reducing the financial burden on the Council.

Recommendations

- ♦ **That Members note the contents of the report.**
- ♦ **That Members approve the updating of the Council's Climate Emergency Action Plan to account for the recommendations within Carbon Footprint's target setting report, with an updated draft to be submitted to a future Strategy & Resources Committee meeting for approval.**
- ♦ **That Members approve the use of £7,600 from the Council's Climate Emergency earmarked reserve to fund the use of an online system for tracking and verifying the Council's carbon footprint for both the 2025/26 and 2026/27 financial years.**
- ♦ **That Members consider when they wish the Council to commence offsetting its market-based greenhouse gas emissions, allocating funding as necessary.**

LEISURE MANAGEMENT SOFTWARE

REPORT OF THE LEISURE SERVICES MANAGER

Purpose of Report

To ask Members to approve the allocation of funds to modernise the Leisure Management Software used to manage bookings and payments at Woodford Park Leisure Centre.

Background

Woodford Park Leisure Centre currently uses multiple, independent systems to manage bookings and payments. The current setup, through outdated software and lack of integration, no longer provides the level of functionality required to efficiently and effectively manage the Council's Leisure Services provision.

The biggest limitation of the current setup is that bookings and related payments cannot be made online. For example, single session sports bookings are made via telephone, recorded in a paper diary, and then paid for upon arrival. Similarly, bookings for exercise classes are also made via telephone.

For context, during July 2025, a total of 2,134 bookings were recorded for exercise classes, the vast majority of which were made via telephone, with an automated call queue system in place to help manage the high volume of calls.

During the same period, staff processed a total of 2,811 individual in person payments, comprising 2,196 card transactions and 615 cash transactions; of these, 1,213 were for single session sports bookings and exercise classes.

During 2024, the WPLC Development Task & Finish Working Group determined that the current setup required modernisation ahead of any potential redevelopment works, and in January 2025 a concern was raised by this Committee regarding the setup, with the suggestion that the Council might wish to consider introducing an online booking system.

Solution

Discussions have been held with potential suppliers regarding the provision of a fully integrated Leisure Management Solution to replace the existing systems used at the Leisure Centre; the objective being to implement a system which provides:

- The ability for customers to book and pay for leisure services online and via an app.
- Streamlined sign-up process for customers that empowers them to manage their own subscriptions and payments online and via an app.
- Fully managed direct debit collection service, including automated communications to customers who have defaulted on their payments.
- Enhanced reporting system and data analytics, providing improved insight into leisure service usage to support forecasting and ongoing decision making.
- Improved marketing through automated, targeted, data driven customer communications that assist in driving both member retention and income.
- Improved security features and online protection, helping to reduce the risk of data breaches and safeguard sensitive information from threats such as cyberattacks.

The disadvantage of introducing such a solution is the likely reduction in direct interactions between staff and customers. This could result in fewer opportunities for staff to build rapport with customers, a decline in informal feedback, and feelings of isolation amongst members who value personal engagement. Additionally, there may be accessibility concerns for individuals who are unable or unwilling to use online platforms for bookings, known as digital exclusion.

Costs

Online supplier demonstrations have shown that solutions are available on the market, with initial quotes indicating upfront implementation costs in the region of £12,000. Ongoing monthly costs will vary depending on factors such as the volume of online payments and the number of direct debits processed but are expected initially to be in the region of £1,500 per month.

Additional costs associated with the purchase and installation of access control hardware will also be required. Multiple options are being considered and prices sought, from simple QR codes on doors to multiple turn-styles, with the maximum cost of installation expected to be in the region of £10k.

Costs will be offset by an estimated monthly saving of £400 relating to the retirement of redundant systems, alongside an anticipated increase in income due to a reduction in cancellations and non-attendance, estimated to be in the region of £200 a month. The introduction of online membership registration and booking functionality may also lead to an increase in both membership numbers and overall bookings.

Recommendation & Next Steps

It is recommended that the Leisure Services Committee submit a recommendation to the Strategy & Resources Committee to approve funding for the purchase of a new Leisure Management Solution, with the initial implementation and associated access control hardware costs to be funded from WPLC VAT Reclaim earmarked reserve; following the reimbursement of claims, this reserve is expected to stand at around £117,500. Monthly costs will be covered by the relevant budget code, with the budget set accordingly for 2026/27.

Should approval be received, the next step would be to seek formal quotes from suppliers based on a detailed specification which has been developed following the initial demonstrations. Once procurement is finalised, it is envisaged the new system would be implemented by April 2026.

Impacts

Resources	
Initial implementation costs:	£12,000
Ongoing monthly costs:	£18,000 per annum
Additional Access Control:	£10,000
Equality Impacts	
Improved public access to Leisure Service booking processes through the introduction of online booking systems.	
Potential isolation of those without access or familiarity of technology (key to retain ability to still book and pay via telephone or in person).	
Environmental Impacts	
Significant reduction in the use of paper and ink at the Leisure Centre, as the majority of membership applications, booking forms, diaries and registers will now be online.	
Longer term removal of need for plastic membership cards following upgrading of access control hardware to enable the use of QR codes to access the gym.	
Full Project Impact Assessment YES/NO	No

Recommendations

- ♦ **That Members note the contents of the report.**
- ♦ **That Members make a recommendation to the Strategy & Resources Committee to approve £22,000 funding from the WPLC VAT Reclaim earmarked reserve for the purchase of a new Leisure Management Solution.**

APPENDIX 16

REPORTS FROM TOWN COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

OUTSIDE BODY	APPOINTED REPRESENTATIVES	REPORT PROVIDED
Allotment Tentants' Committee	Cllr K. Charles Bey	Yes
ARC	Cllr K. Gilder Mrs S. Flower	Yes
Berkshire Association of Local Councils	Cllr M. Kennedy	Yes
Citizens Advice Wokingham	Cllr V. Lewis	Yes
Friends of Woodford Park Committee	Cllr R. Horskins	Yes
Highwood Management Conference	Cllr K. Gilder Cllr M. Holmes	Yes
Keep Mobile	VACANT	N/A
Museum of Berkshire Aviation Trust	Cllr B. Soane	Yes
Poor's Land Charity	Cllr M. Holmes Cllr K. Gilder Mrs S. Flower Cllr K. Charles Bey	Yes x2
ReadiBus	Cllr L. Guttridge	No
Robert Palmer's Almshouse Charity	Cllr D. Bragg	No
Sonning & District Welfare & Education Trust	Cllr D. Smith	Yes
Wokingham Borough/Parish Liaison Forum	Cllr M. Kennedy	Yes
Wokingham Town Centre Strategy working group	Cllr B. Soane	Yes
Woodley Bowling Club Management Committee	Cllr K. Gilder	Yes
Woodley Volunteer Centre	Cllr M. Kennedy	Yes

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Allotment Committee
Name of Representative	Kester Charles Bey
Capacity appointed; e.g. trustee, director, observer etc	Woodley Town council representative
Number of formal meetings held / invited (since last report or 1 May)	2
Number of formal meetings attended since last report (since last report or 1 May)	1
Reasons for not attending (if attendance below 50%)	Unfortunately, my work pattern changed and had to cover and was unable to attend the meetings
Please give a brief overview of the Outside Body for Council Members:	
Chairman Mike was kind enough to send me the agenda details of the last meeting so I was able to read and keep up-to-date with a lot of committees long-term and short-term goals	
Please give a brief synopsis of the Outside Body's recent activities:	
At present the issue with the front gates and the flooding is been looked into the contractual obligation of the tenants and the rights to keep livestock keep in mind the law for animal welfare also keep in mind both parties who have signed any contract given notice can renegotiate the contract statutory rights notwithstanding and not affected All members of the committee for allotment are very helpful and very engaging	
Please provide any additional information that Council Members might find useful:	
Will keep in mind the cost of living and continuous reinvestment to bring allotment up to a standard VAX Woody town Council and allotment holders can be proud of each person that Loman has their own responsibility to maintain their plot in line with the guidelines and obligation signed by the contract, Tennessee agreement the development will be something to be proud of. We all urge all members of council too when given time by the fresh allotment honey.	

Representative:	Kester Charles Bey	Dated:	23/9/2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	ARC
Name of Councillor	Shelagh Flower and Cllr Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	trustees
Number of formal meetings held / invited to	2
Number of formal meetings attended	0
Reasons for not attending (if below 50%)	Clashed with other meetings
Please give a brief overview of the Outside Body for Members:	
ARC is an Adult and Youth Counselling Service based in Wokingham, it also offers support within schools and some GP surgeries. It has a regular surgery at the Oakwood Centre. Training and support is also offered to families and teachers.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>The Chair has been invited to the Berkshire Judicial Service by Sean Taylor, the High Sheriff of Berkshire on 10/10 2025 at St Mary's Butts, she will attend on behalf of ARC.</p> <p>All outstanding funding has now been received including from the NHS.</p> <p>ARC is currently advertising for a youth worker for 1 day a week, also a New GP youth councillor service has started at Swallowfield surgery.</p> <p>The Safe Place Project for LGBTQ+ young people, formally run by Support, has been taken over by ARC, at a cost of £2,500 to ARC, Paul is applying for funding.</p> <p>The waiting list stands at 31 young people and 58 adults.</p> <p>Youth Access includes a key area of development to support Care Leavers, and has also extended their offer to schools of a drop in service, also Ambassador sessions have been started to develop Peer Mentoring skills</p>	
Please provide any additional information that fellow Members might find useful:	

Reps:	Kay Gilder / Shelagh Flower	Dated:	23/09/2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Berkshire Association of Local Councils (BALC)		
Name of Representative	Cllr Mike Kennedy		
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative		
Number of formal meetings held / invited (since last report)	1		
Number of formal meetings attended since last report (since last report)	0		
Reasons for not attending (if attendance below 50%)	There was an Executive meeting of BALC on Monday 22 th September which I was unable to attend due to a prior engagement.		
Please give a brief overview of the Outside Body for Members:			
BALC is a membership body which represents, supports and advises parish and town councils across the county of Berkshire. BALC is one of 38 county associations in England affiliated to the National Association of Local Councils (NALC) and support parish and town councillors to help them serve their communities.			
Please give a brief synopsis of the Outside Body's activities since the last report:			
Please provide any additional information that fellow Members might find useful:			

Representative:	Cllr Mike Kennedy	Dated:	23.9.2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Citizens Advice Bureau
Name of Representative	Cllr Vin Lewis
Capacity appointed; e.g. trustee, director, observer etc	Appointed
Number of formal meetings held / invited (since last report or 1 May)	0
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Council Members:	
<p>CAB (Wokingham) provide free, confidential and impartial advice, information and support to anyone living or working in our Borough.</p> <p>Registered Office: Waterford House, Erftstadt Court, Wokingham, Berkshire, RG40 2YF Registered Charity Number: 1027729</p>	
<p>Nothing to report at this time.</p> <p>CAB's request for a meeting with both Cllr Lewis, Woodley Town and Assistant Clerk's regarding a number of matters, has been logged and will take place in Q3 or Q4.</p>	
Please provide any additional information that Council Members might find useful:	

Representative:	Vin Lewis	Dated:	23/09/2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Friends of Woodford Park
Name of Representative	Cllr Robert Horskins
Capacity appointed; e.g. trustee, director, observer etc	Appointed
Number of formal meetings held / invited (since last report or 1 May)	-
Number of formal meetings attended since last report (since last report or 1 May)	-
Reasons for not attending (if attendance below 50%)	-
Please give a brief overview of the Outside Body for Council Members:	
<p>The Friends of Woodford Park (FoWP) are a group of volunteers who have come together to help improve Woodford Park. Their first job, as suggested at the Liaison Committee meeting by a Councillor member, was to create the flower bed near the War Memorial, celebrating late Queen Elizabeth's 90th Birthday. The official opening was performed by local MP the Rt.Hon. Theresa May in June 2016. 'The RHS Britain in Bloom' recognised their community involvement in gardening achievement with top awards when entered in 2016 and 2017. Funding for the group has reached £7000 over the years. This has been achieved by Sponsorship from local businesses, Donations from the public and fund raising by the sales of Greeting cards with pictures of the park (as made by a volunteer) and plant sales etc. In addition, a great many of the plants in the gardens have been obtained from public gifting or offered online. Often the plants purchased are from local businesses who are happy to discount. Some of the trees were even provided free by the RHS.</p>	
Please give a brief synopsis of the Outside Body's recent activities:	
Nothing to report	
Please provide any additional information that Council Members might find useful:	

Representative:	Robert Horskins	Dated:	24/09/2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Highwood Management Conference
Name of Representative	Councillors Kay Gilder and Mary Holmes
Capacity appointed; e.g. trustee, director, observer etc	Appointed Woodley Town Council members
Number of formal meetings held / invited (since last report or 1 May)	1
Number of formal meetings attended since last report (since last report or 1 May)	2
Reasons for not attending (if attendance below 50%)	-----
Please give a brief overview of the Outside Body for Members:	
<p>The Highwood Management Conference's members meet on an annual basis with an officer of the Wokingham Borough Council, who takes the minutes, and the Head Ranger of Wokingham Borough Council's Dinton Pastures Country Park. There are two councillors appointed from Wokingham Borough Council plus two from Earley Town Council and two from Woodley Town Council.</p> <p>On 16th September Andy Glencross, the Head of Environmental Services at Wokingham Borough Council, went on the site visit and attended the meeting.</p>	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>Ongoing outdoor work continues by the Wokingham Borough Council's Dinton Pastures Country Park team.</p> <p>Both the WTC members who are appointed to this conference, attended the latest annual meeting of the Highwood Conference which took place on 16th September. Before the meeting, there was a site visit to Highwood, the South Lake and the adjacent Lily pond which will need a fair amount of clearance work. During the site visit, it became obvious that there are many trees in the woods which have died during this year's hot and dry summer months. Discussions took place to bring the Terms of Reference for this Conference more up-to-date because the original document was initiated way back in 1965. Agreement will need to be sought from all three parties - Wokingham Borough Council, Woodley Town Council and Earley Town Council regarding the required change in wording.</p>	
Please provide any additional information that fellow Members might find useful:	

Representative:	Cllr Kay Gilder and Cllr Mary Holmes.	Dated :	18/09/25
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Museum of Berkshire Aviation Trust
Name of Representative	Cllr Bill Soane
Capacity appointed; e.g. trustee, director, observer etc	
Number of formal meetings held / invited (since last report or 1 May)	0 invited to
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Council Members:	
Please give a brief synopsis of the Outside Body's recent activities:	
Nothing to report	
Please provide any additional information that Council Members might find useful:	

Representative:	Cllr Bill Soane	Dated:	23/09/2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Poorsland Charity
Name of Representative	Councillors Kay Gilder, Mary Holmes and Kester Charles Bey and Mrs Shelagh Flower.
Capacity appointed; e.g. trustee, director, observer etc	Appointed Woodley Town Council members
Number of formal meetings held / invited (since last report or 1 May)	0
Number of formal meetings attended since last report (since last report or 1 May)	5
Reasons for not attending (if attendance below 50%)	-----
Please give a brief overview of the Outside Body for Members:	
The Trustees of this charity usually have monthly meetings to cover the day to day running of the trust.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>Various meetings are arranged to interview applicants who apply during the year for 'Relief in Need'.</p> <p>The handbook for the residents of Cedar Place in Loddon Bridge Road has recently been updated and all the residents have been made aware of this.</p> <p>On the lovely hot afternoon of Saturday 9th August, Cllrs Kay Gilder, Mary Holmes and Mrs Shelagh Flower attended a BBQ for the residents and trustees of the Poorsland Charity. Reading United Football Club hosted this BBQ for the residents and trustees of the charity as a thank you to the Poorsland Charity, which allows them to hold their various committee meetings in Cedar Place in Loddon Bridge Road, Woodley.</p> <p>As the Poorsland charity doesn't yet have its own WiFi connection at Cedar Place, a small committee will soon be investigating how to obtain one and then move forward with the website for the charity.</p> <p>A coffee morning was held on Friday 18th July and the next one will be on Friday 26th September, which will raise money for the MacMillan Cancer Support Charity.</p>	
Please provide any additional information that fellow Members might find useful:	

Representative:	Cllrs Kay Gilder, Mary Holmes and Kester Charles Bey and Mrs Shelagh Flower.	Dated :	21/09/25
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Poor Lands Charity
Name of Representative	Kester Charles Bey
Capacity appointed; e.g. trustee, director, observer etc	Trustee
Number of formal meetings held / invited (since last report or 1 May)	1
Number of formal meetings attended since last report (since last report or 1 May)	1
Reasons for not attending (if attendance below 50%)	N/A
Please give a brief overview of the Outside Body for Council Members:	
<p>Town Council Representatives on Outside Bodies</p> <p>Poor's Land Charity by Councillors K. Charles Bey</p> <p>Poor's Land Charity continues to make a difference to the Woodley community new and old by helping those less fortunate. my brief time as a trustee We have helped several people. Our fellow Trustees who volunteer take pride in come out to see applicants and first hand the good Works of the Poor's Land Charity in assessing the priority of funding</p>	
Please give a brief synopsis of the Outside Body's recent activities:	
Visit to applicants Holmes in order to assess application for funding	
Please provide any additional information that Council Members might find useful:	
It's useful to note that the Poors Land charity funding is base in and around Woodley and outside applicants can apply for help	

Representative:	Kester Charles Bey	Dated:	23/9/2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	SONNING AND DISTRICT WELFARE AND EDUCATIONAL TRUST
Name of Representative	DARREN SMITH
Capacity appointed; e.g. trustee, director, observer etc	TRUSTEE
Number of formal meetings held / invited (since last report or 1 May)	
Number of formal meetings attended since last report (since last report or 1 May)	
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Members:	
A charity helping those in need for Educational and Welfare in Woodley, Earley, Charvil, Sonning, Eye & Dunsden and Sonning Common	
Please give a brief synopsis of the Outside Body's activities since the last report:	
Nothing to report	
Please provide any additional information that fellow Members might find useful:	
Home - Sonning & District Welfare Trust (sonningwelfaretrust.org.uk)	

Representative:	Cllr Darren Smith	Dated:	20/09/2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Wokingham Borough/Parish Liaison Forum
Name of Representative	Cllr Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative
Number of formal meetings held / invited (since last report)	1
Number of formal meetings attended since last report (since last report)	0
Reasons for not attending (if attendance below 50%)	Holiday
Please give a brief overview of the Outside Body for Members:	
<p>Meetings are held quarterly between representatives from the Borough Council and Town and Parish Councils. The purpose of the Parish Liaison Forum is to encourage communication and networking between the Parish and Town Councils in Wokingham and the Borough Council.</p>	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>I was unable to attend the Parish Liaison Forum on 25 June 2025. A summary of the points raised is set out below:</p> <p>1 Chair for 2025/26 – Cllr Mike Smith</p> <p>2 Vice-Chair for 2025/26 – Cllr Roland Cundy</p> <p>3 Community Governance Review – next step – report to WBC Council meeting on 31 July with draft recommendations – then out to consultation.</p> <p>4 Open Forum – following issues raised:</p> <ul style="list-style-type: none"> • Impact of Reading BC policies on Wokingham Borough residents – e.g. changes to parking. • Impact on local areas of parking at train stations – e.g. Twyford • Need for integrated transport provision to alleviate above situations. • Provision of accessible bicycle racks at train stations. <p>5 Communities Vision - update on the Communities Vision 2035 and the Community Lottery https://communitiesvision.co.uk/ https://www.wokingham.gov.uk/community-and-safety/life-community/wokingham-borough-community-lottery</p>	

6 Briefing on CIL (Community Infrastructure Levy) v Section 106 agreements.

- CIL – standardised, non-negotiable charge based on development size – developers pay fixed rate per square metre of development.
- S106 – negotiated between developers and Council – agreement for site-specific mitigation of the impact of development.
- Concern about transparency re money and delivery of community facilities.
- WBC officers are working on a dashboard system to improve transparency.
- S106 agreements are drawn tight to prevent money being spent elsewhere – some facilities e.g. playing pitches can be more flexible re location.
- Agreement on need for joint working on infrastructure projects between WBC and the Towns/Parishes.
- Attached – Five Year Housing Land Supply Statement including details of annual housing completions

7 Next Agenda Items:

- Integrated transport – including parking at train stations
- State of playparks
- Collaboration on youth services

8 Date of Next Meeting – **Monday 27 October 2025 (7pm)**

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

Representative:

Cllr Mike Kennedy

Dated:

23.9.2025

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Wokingham Town Centre Strategy working group
Name of Representative	Cllr Bill Soane
Capacity appointed; e.g. trustee, director, observer etc	
Number of formal meetings held / invited (since last report or 1 May)	0 invited to
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Council Members:	
Please give a brief synopsis of the Outside Body's recent activities:	
Nothing to report	
Please provide any additional information that Council Members might find useful:	

Representative:	Cllr Bill Soane	Dated:	23/09/2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	Woodley Bowling Club
Name of Representative	Cllr Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	Management committee member
Number of formal meetings held / invited (since last report or 1 May)	
Number of formal meetings attended since last report (since last report or 1 May)	
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Members:	
Please give a brief synopsis of the Outside Body's activities since the last report:	
<p>The Bowls Club has had a good season this year , they want to thank the staff greens team, for all their hard work in keeping the green in such good condition during this very exceptionally hot summer.</p> <p>The Annual Bowls Match had to be called off because of rain {the first time in 31 years} unfortunately few Councillors attended this evening, but those that did had a really good time playing indoor Skittles.</p> <p>Money has been spent on loft insulation, also heaters, the Kitchen and Bar floors are to be replaced.</p> <p>Tai Chi sessions are to be introduced this winter when the Bowls season is over</p>	
Please provide any additional information that fellow Members might find useful:	

Representative:	Cllr Kay Gilder	Dated:	23/09/2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Woodley Volunteer Centre		
Name of Representative	Cllr Mike Kennedy		
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative		
Number of formal meetings held / invited (since last report)	1		
Number of formal meetings attended since last report (since last report)	1		
Reasons for not attending (if attendance below 50%)			
Please give a brief overview of the Outside Body for Members:			
Woodley Volunteer Centre (WVC) was set up in 1982 and evolved from a Good Neighbours Scheme. Originally, volunteers provided support to Woodley residents in many ways such as gardening, DIY, and shopping but now their focus is purely on transporting clients to their medical appointments. Woodley Volunteer Centre receives an annual grant from Wokingham Borough Council (WBC) of £1,250. Last year Woodley Town Council awarded £350 towards a new printer. Clients are able to use their bus passes issued to them by WBC in payment of all medical jobs undertaken. Drivers are reimbursed 50p per mile for their services.			
Please give a brief synopsis of the Outside Body's activities since the last report:			
<p>I attended the AGM on 3 July 2025. The following points were raised:</p> <ul style="list-style-type: none"> • Members paid tribute to former Mayor Cllr Colin Lawley following his passing and stood in silence in recognition of his services to WVC • Thanks were recorded to the Town Council for their generous grant of £350 which will be applied towards a recruitment campaign • One new driver has been register bringing the number of drivers up to 19 but with a client base of 300 new drivers are still desperately required. • No new clients will be accepted until October 2025. • The office staff are struggling to cope with the volume of requests for appointments • Karen Todd and Pat Clifford are now certified safeguarding of officers • Safeguarding guidance has been sent to all drivers 			
Please provide any additional information that fellow Members might find useful:			
<p>I have now transported 115 clients to their GP and hospital appointments since I volunteered as a driver in July 2023. If any Member can spare a little of their time to help Woodley Volunteer Centre, please contact them on 0118 969 8849. Appointments are mostly during the day time and on weekdays with some occasional weekend work particularly at this time with covid and flu jabs.</p>			
Representative:	Cllr Mike Kennedy	Dated:	23.9.2025

MAYORAL ENGAGEMENTS – 24th June to 30th September 2025

Town Mayor's Engagements

June	26 th	High Sheriff of Berkshire – Summer Reception
	30 th	Addington School Proms Week
July	1 st	Addington School Proms Week
	8 th	Woodley Schools Cluster – Year 4 Coding Challenge
August	15 th	Woodley Town Council VJ Day Event
	16 th	Woodley Town Council's Party in the Park
	21 st	Wokingham Borough Council HAF Summer Event
September	25 th	Thames & Chiltern in Bloom Awards

WOODLEY TOWN COUNCIL PRESS RELEASES

25 JUNE AND 10 SEPTEMBER 2025

Press Release Title	Date
Community Embraces Active Travel at Woodley Carnival	25/06/25
Flag raised in Woodley to honour Armed Forces Day	27/06/25
Understanding the Planning Process: How Woodley Town Council Supports Your Voice	07/07/25
New Water Bottle Filling Station Installed in Woodley Town Centre Thanks to Rotary Club Support	16/07/25
Woodford Park Celebrates 8th Consecutive Green Flag Award	15/07/25
Woodley to Commemorate 80th Anniversary of VJ Day with Community Event	17/07/25
Woodley Town Council's New Youth Services Programme to Launch This Autumn	17/07/25
Woodley Town Council Invites You to a FREE Family Fun Day in the Park!	01/08/25
Woodley Town Council Supporting Summer Bike Bonanza for Families	01/08/25
Best Plot Competition Returns to Reading Road Allotments	08/08/25
Have Your Say on the Future of Woodley's Local Services – Woodley Town Council Launches Precept Survey	11/08/25
Woodley Marks VJ Day 80 with Community Reflection Event	18/08/25
Woodley Town Council celebrates hugely successful Party in the Park	18/08/25
Mayor's Charity Quiz - tickets now on sale	10/09/25