



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

To: **Members of the Strategy & Resources Committee**

Councillors K. Baker (Chairman) J. Anderson; G. Bello; D. Bragg; K. Gilder;
R. Horskins; M. Kennedy; M. Nagra; B. Rowland; A. Swaddle

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 16 September 2025, at which your attendance is requested.

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

Kevin Murray
Town Clerk

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members relating to the business of the meeting.

3. **MINUTES OF THE MEETING HELD ON 10 JUNE 2025**

To approve the minutes of the Strategy and Resources Committee held on 10 June 2025 and that they be signed by the Chairman as a correct record.
(These minutes were provided in the Full Council agenda of 24 June 2025)

4. **ACTIONS / FOLLOW UPS**

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

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5. **FINANCE**
- a) Budgetary Control**
To receive **Report No. SR 17/25**. Page 8
- b) Payments**
To note the payments as set out in **Appendix 5b**. Page 34
- | | Current account | Imprest account |
|-------------|-----------------|-----------------|
| May 2025 | £128,152.02 | £75,844.92 |
| June 2025 | £145,888.62 | £64,455.49 |
| July 2025 | £97,030.90 | £69,107.90 |
| August 2025 | £84,588.15 | £77,568.76 |
- c) CCLA PSDF Funds**
To note the updated position with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as shown at **Appendix 5c**. Page 44
6. **OAKWOOD CENTRE INCOME UPDATE**
To note the following Oakwood Centre Income updates:
- a) Bookings and Room Hire**
Room hire income for April to August 2025 was £33,916 against a revised budget target* of £44,874. Income against budget is shown at **Appendix 6a**. Page 45
- *Budget revised as original annual budget (£76,785) was under calculated and not representative of expected income.*
- b) Catering Income**
Catering income through the contract with Crumbs for April to August 2025 was £4,488 against the budget target of £2,785. Income against budget is shown at **Appendix 6b**. Page 46
7. **PR & MARKETING SUB COMMITTEE**
To note **Report No. SR 19/25** of the PR & Marketing Sub Committee meeting held on 14 July 2025. Page 47
- Members are asked to consider the following recommendation/s made at this meeting:
- i. That the Strategy & Resources Committee approve the updated terms of reference for the PR & Marketing Sub Committee, as set out at **Report No. SR 19/25 Appendix A**. Page 50
8. **WOODLEY TOWN CENTRE PARTNERSHIP**
- a)** To receive the report of the Woodley Town Centre Partnership meeting held on 16 July 2025. (**Appendix 8a**) Page 52
- b)** To approve updated terms of reference for the Woodley Town Centre Partnership, increasing membership from 2 to 3 members for both Wokingham Borough Council and Woodley Town Council. Draft updated terms of reference are provided at **Appendix 8b**. Page 56

9. **CAPITAL PROJECTS SCHEDULE**
To consider **Report No. SR 20/25**. Page 61
10. **LEISURE SERVICES RECOMMENDATIONS**
- a) **Youth Services**
To consider the following recommendation made at the Extraordinary Leisure Services Committee meeting held on 15 July 2025 (minute 15.1):
- ♦ 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**. Page 85
- b) **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 88
- c) **Wheble Park Play Equipment**
To consider approving the request made at the Leisure Services Committee meeting held on 9 September 2025 (minute 21) that Officers proceed with planning the tender to upgrade play equipment in Wheble Park concurrently with the work to negotiate an extension to the lease agreement with Reading Borough Council.
11. **THEATRE REFURBISHMENT PROJECT**
To note that work is still ongoing with regards to the preparation of viable business models to support the redevelopment and future operation of the Alan Cornish Theatre and Oakwood Centre. Whilst it had been intended to bring these to this meeting, they are not yet sufficiently formalised to be presented and are now aimed to be included at the Committee meeting in November.
12. **CLIMATE EMERGENCY ACTION PLAN UPDATE**
To consider **Report No. SR 21/25**. Page 91
13. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
14. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

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ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		13 June 2023	
Minute	Action	Progress Update	Last Updated
7	The Leisure Services Committee to revisit, review and establish an appropriate SLA for the provision of Youth Services in Woodley by November 2023.	COMPLETE Youth Services now procured for 2025/26 financial year – See Extraordinary LS Committee minutes – 15 July 2025	11/09/2025

Meeting Date:		12 September 2023	
Minute	Action	Progress Update	Last Updated
26	To reclaim incorrectly charged VAT from HMRC, and reimburse invoiced customers incorrectly charged VAT during the claimable period.	Of the total reclaimed VAT (£133,690) £15,033 has now been successfully refunded to the appropriate hirers. A further £1,147 is still to be resolved, with reasonable attempts still being made to contact the applicable hirers. This means a minimum of £117,510 will remain after all refunds are finalised, with these funds remaining in the EMR to be used to fund the provision of leisure services in future.	11/09/2025

Meeting Date:		21 November 2023	
Minute	Action	Progress Update	Last Updated
48	Potential for water bottle filling stations in town centre, with Rotary having offered funding, being explored with Wokingham Borough Council.	COMPLETE Filling station installed.	11/09/2025

Meeting Date:		23 January 2024	
Minute	Action	Progress Update	Last Updated
67	Town Clerk to provide IT Manual & IT Risk Assessment to Members	Work has commenced with the Council's IT provided to progress this, but has yet to be completed.	11/09/2025
73	Consider the installation of a borehole at the allotments.	Town Clerk still awaiting quotes from contacted companies for a feasibility study & test drill.	11/09/2025

Meeting Date:		26 November 2024	
Minute	Action	Progress Update	Last Updated
41	Town Clerk to pursue the extension of the current lease of Wheble Park with Reading Borough Council, and to then pull together a fully costed proposal for improvements, including a long-term financial plan for maintaining and potential renewal of equipment at the end of its lifespan, to be presented to a future Strategy & Resources Committee meeting	Final head of terms and details of legal fees for the extension of the lease have now been received from RBC. Town Clerk to provide further information for consideration at this Committee meeting.	11/09/2025

Meeting Date:		21 January 2025	
Minute	Action	Progress Update	Last Updated
69	Officers to review possibility of providing rounded figures for Council charges in future years.	Will be considered with future charges – Autumn 2025.	15/04/2025

Meeting Date:		22 April 2025	
Minute	Action	Progress Update	Last Updated
84 a)	Split the income / expenditure relating to the Alan Cornish Theatre out of that of the Oakwood Centre into its own Cost Centre.	Will be progressed for future financial years	11/09/2025
84 b)	Town Clerk to look into matter of high electricity supply costs for town centre clock, and report back to the Committee.	COMPLETE Energy supply has been checked and price is competitive in the market.	11/09/2025

Meeting Date:		10 June 2025	
Minute	Action	Progress Update	Last Updated
5	Officers to publicise audio loop as part of new delegate microphone system.	COMPLETE Publicised on 17 June 2025	11/09/2025
6 b)	Members to be emailed payment information on a monthly basis.	Officers working on creating a SharePoint shared file area for Councils to access this information, along with other information and guidance relevant to Councillors.	11/09/2025
7	Update Oakwood Centre room hire and catering income reports to only reflect a few previous years figures.	COMPLETE	11/09/2025

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

Woodley Town Council

Budget Monitoring Report as at 31 August 2025

Executive Summary

1. Introduction

- 1.1. This report provides Councillors with the Town Council's financial position as at end August 2025 and also the **forecast** year end position for 2025.26 as at 31 March 2026.
- 1.2. The purpose of the report is to provide Councillors with an executive overview of the Council's financial position by highlighting the pertinent headline issues across the Council's finances. It will enable Councillors to gain a good, rounded understanding of the current financial position without the need to inspect the finer details, although in the interest of transparency these details are available for inspection within the appendices to this report.
- 1.3. 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. Thus, all figures are a best estimate.
- 1.4. It is also worth mentioning the convention being used in this report for displaying financial data is designed to be user friendly and to resonate more for those with a non financial background. To that end where this document is reporting a variance to a budget all favourable variances (that is income in excess of the budget or expenditure lower than the budget) are reported in **green font in green highlight**, whereas adverse variances (that is income in less than the budget or expenditure in excess of the budget) are reported in **red font and red highlight**. Note that the use of the terms favourable and adverse is in a financial context only and has no bearing on service levels.
- 1.5. All figures within the report narrative have displayed bold and shade so they can be easily picked out by the reader. Financial figures within tables are displayed as a full whole number but within the text they are abbreviated to decimal proportions of **£1m**, e.g. **£0.001m** is equal to **£1,000**, again for ease of reading.

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; future potential pressures from April 2026 onwards around pensions, audit, compliance, and service devolution must be anticipated and planned for.**

3. Financial Performance Overview

- 3.1. After 5 months of the 2025/26 financial year, the Council is forecasting a net expenditure of **£0.175m** compared to the budgeted **£0.139m**, an adverse variance of **£0.036m**. 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.
- 3.2. Overall, excluding the historic costs identified in paragraph 3.2, while most income and expenditure lines show manageable variances, the favourable movements outweigh adverse ones, leaving the Council in a modestly stronger position than budgeted in terms of 2025.26 activity.

4. General Reserve

- 4.1. 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.

5. Income Variances

- 5.1. Rent & Hire of Facilities **+£30,913 favourable**: Room usage at Oakwood Centre expected to be higher than budgeted based on historical activity levels.
- 5.2. Bank & Investment Interest: **-£47,728 adverse**: Interest receipts are below target because the budget was set before a **£0.892m** PWLB loan repayment reduced balances.
- 5.3. Other Council Income: **+£7,602 favourable**: Additional memorial bench income (cash neutral) and catering commissions at the Oakwood Centre.
- 5.4. Grants & Donations: **+£36,555 favourable**: Primarily due to **£0.031m** additional CIL income (but this will be transferred to earmarked reserves).

6. Expenditure Variances

- 6.1. Staffing: **+£26,324 favourable**: Savings arise from pay award being lower than budgeted, posts being filled at lower grades, and vacancy periods. Costs from holiday pay and casual hours partially offset savings.

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- 6.2. Amenities: **–£15,658 adverse**: Higher costs for memorial benches (cash neutral), water/sewerage, and business rates.
- 6.3. Supplies & Services **–£47,708 adverse**: Mainly due to **£0.042m** historic Memorial costs charged to this year's budget; this is a one-off impact and to be funded from general reserves.
- 6.4. Loan Repayments **+£12,500 favourable**: Budget assumed final Oakwood Centre repayment in 2025/26, but this was settled in March 2025.
- 6.5. Earmarked Reserves **–£39,811 adverse**: Additional **£0.031m** CIL transfer to reserves (cash neutral) plus **£0.008m** for consultation costs on the Alan Cornish Theatre project.

7. Capital, Loans & Reserves

- 7.1. Capital Expenditure: Acquisitions of **£0.022m** to date, no disposals forecast. Asset base increased from **£7.843m** to **£7.865m**.
- 7.2. Loans: Total outstanding PWLB loans are **£1.671m**, with **£0.197m** of future interest. The majority (**£1.294m**) will be repaid this year, leaving **£0.377m** capital and **£0.120m** interest beyond March 2026. The latest repayments (Woodford Park Lake and Chapel Hall) run until 2043/44.
- 7.3. Earmarked Reserves (EMR): Opening balance **£1.818m**. Planned net movement of **£1.148m** (mostly for PWLB repayments) will leave **£0.670m** at March 2026, before any further in year movements as they crystallise throughout the year.

8. Cash Balances

- 8.1. The council holds **£2.828m** in cash, as at 31 August 2025, deposited across a number of bank accounts, investment accounts and petty cash.

9. Horizon Scanning

- 9.1. Several external and structural factors may affect the Council's financial outlook:
- 9.2. 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.
- 9.3. Audit & AGAR reforms: Stricter audit thresholds and risk-based models may increase audit costs.

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- 9.4. PWLB access tightening: More rigorous business cases and consultation requirements could raise upfront costs of borrowing.
 - 9.5. Climate & biodiversity duties: Likely new compliance obligations may add environmental consultancy and reporting costs.
 - 9.6. Digitisation & transparency: Expanding statutory digital requirements could increase ICT and compliance spend.
 - 9.7. Service devolution: Principal authorities may pass services to parish/town councils without full funding.
 - 9.8. Business rates and council tax reform: Possible changes to precept rules and capping could restrict flexibility.
 - 9.9. HR & workforce compliance: Likely stronger requirements on staffing, training, and employment law compliance.

10. Conclusion

- 10.1. The Council faces an adverse forecast of **£0.036m** against its approved budget for 2025/26. This variance is almost entirely attributable to historic Memorial costs that properly relate to 2024/25 but are being funded in the current year. However the general reserves is expected to be **£0.070m** better off than the budgeted position based on a stronger opening balance position than budgeted.
- 10.2. 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. For the current year staffing efficiencies are offsetting pressures from utilities and supplies. The loan portfolio will shrink significantly by March 2026, reducing longer-term financial commitments.
- 10.3. However, external risks loom on pensions, audit, and compliance reforms, and potential service transfers from principal authorities. Strategic forward planning, careful reserve management, and transparent communication with councillors and residents will be key to maintaining financial resilience.
- 10.4. **This report does not indicate that this is what the final outturn will be with absolute certainty but provides a direction of travel and best estimate based on known information at this point in time. Unforeseen developments, management action and committee decisions will all impact on the final outturn.**

Appendices - Contents

Appendix	Details
Appendix 1	Full Detailed Budget Monitoring report
Appendix 2	Town council income and expenditure summary at Committee level.
Appendix 3	Strategy & Resources Committee income and expenditure summary at cost centre level
Appendix 4	Leisure Services Committee income and expenditure summary at cost centre level
Appendix 5	Planning & Community Committee income and expenditure summary at cost centre level
Appendix 6	Capital Expenditure Analysis
Appendix 7	Public Works Loan Board – outstanding loans detailed repayment profile
Appendix 8	Earmarked reserves – detailed breakdown of balances and transfer to and from reserves

Woodley Town Council

Budget Monitoring Report as at end August 2025

To: Strategy & Resources Committee

Date: 16 September 2025

1. Introduction

- 1.1. This report provides Councillors with the Town Council's financial position as at end August 2025 and also the **forecast** year end position for 2025.26 as at 31 March 2026.
- 1.2. The purpose of the report is to build upon the executive summary and provide Councillors with a more detailed examination of the Council's financial position. It will enable Councillors to get beneath the headlines outlined in the executive summary. Furthermore, in the interest of transparency, greater detail is available for inspection within the appendices to this report.
- 1.3. It is also worth mentioning the convention being used in this report for displaying financial data is designed to be user friendly and to resonate more for those with a non financial background. To that end in all tables throughout this report income is identified in green font and expenditure identified in red font. Similarly, as with the executive summary, where this document is reporting a variance to a budget all favourable variances (that is income in excess of the budget or expenditure lower than the budget) are reported in green font in green highlight, whereas adverse variances (that is income in less than the budget or expenditure in excess of the budget) are reported in red font and red highlight. Note that the use of the terms favourable and adverse is in a financial context only and has no bearing on service levels.

2. Headline revenue position

- 2.1. At this point on the year the forecast year end position, i.e. as at 31 March 2026, for the Council is a net expenditure total of £0.175m versus the forecast budget as recommended by the Strategy & Resources Committee of £0.139m. This is an adverse movement of £0.036m since the approved budget. In essence this means that the current forecast indicates that the Council will utilise some of its general reserves in order to fund this position. These figures are all set out in table 1 below.

2.2. The reasons behind this movement will be expanded upon later in this report, although it is worth noting that outside of other various compensating variances, covered later, the majority of this variance can be attributed an historic position reported in paragraph 6.9. In essence this cost should have been included in the 2024.25 financial year and so is a non-cash transaction in the current year and therefore will be funded from general reserves.

2.3. Taking this into account then the 'true' position in respect of 2025.26 activity is a favourable variance of **£0.006m** which is almost a break even position.

Table 1: 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

3. General Reserves

3.1. Based on the headline position stated in section 2 the Council is expecting an adverse movement in general reserves of **£0.174m** as set out in table 2 below.

Table 2: 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

3.2. General reserves are expected to reduce from **£0.788m** to **£0.614m** by 31 March 2026. Overall the general reserve level is forecast to increase by **£0.070m** against the approved budget.

4. Assumptions and known variables

4.1. Before this report examines some of the finer details behind the financial headline position above the known variables, assumptions and other points to note used in the formulation of the year end estimate are set out as follows:

Known variables

4.2. The National Joint Council (NJC) pay award for staff has been agreed by Unions to take effect from 1 April 2025 and has been set at **3.2%** for all staff. This has been paid to all staff within the August 2025 payroll and included backdated elements to 1 April 2025 and forward projections. This differs from the budgeted position included an estimate of £1,500 per full time employee (pro rata for part time) which was the assumption made when the budget was built aligned to similar cash settlements in each of the two preceding years. The result is that for all staff paid on spinal point 37 or less (the majority of staff) there will be a sliding scale of savings and for those paid on spinal point 38 or higher there will be an sliding scale of additional costs but overall a saving will be realised for this specific element.

Assumptions made

4.3. Staffing costs are based on what is known at the time of writing this report in terms of staff employed and also assumptions made in respect of filling vacancies that have occurred during the period. Currently there are two permanent staffing positions in transitional status being that of a grounds person who left in mid-July and a Leisure Centre Duty manager who left at the beginning of August. For the purposes of prudent financial estimates this report the assumption that these positions will be filled by 1 November 2025. Naturally this assumption will be updated further should recruitment not be successful at that point and or once a replacement has been sourced.

4.4. The final estimated expenditure in respect of utilities (i.e. gas, electricity) are assumed to come in at the same level as the budget. At this stage of the financial year with bills paid in arrears there is slightly limited expenditure information recorded in the accounts with which to make an alternative assessment with any greater accuracy. Also this area of spend is seasonally led and so the Council will experience heavier usage in the winter months and so the largest period of consumption and cost will not occur until the final quarter of the financial year. This estimate will be updated prior to the year-end once further consumption data is available or if other information prior to the winter period indicates that a material change will occur.

4.5. Income levels for the hire of rooms and use of the sports center are currently largely being forecast to come in at budgeted levels until there is sufficient further data to determine whether an alternative outcome is likely. The exception to this position is reported in the variances section (5) later in this report.

5. Income & Expenditure

5.1. Table 3 below sets out the forecast income and expenditure by general categories across each committee and compares these against the approved net budget (original estimate).

5.2. Variances to the approved budget are captured and explained in section 5 of this report.

Table 3: Net Expenditure by Committee

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

*Non cash internal accounting entries to record full true cost of council services.

5.3. The income section of table 2 above shows that the Council is forecasting total income of **£2.257m** for the year including Precept income of **£1.165m** from Wokingham Borough Council, which constitutes **51.6%** of the total forecast income for the year. The remaining **48.4%** of funding totaling **£1.091m** is predominantly made up of the hire of facilities (room hire, sports facility and gym usage) of **£0.769m**, interest from bank and investments of **£0.113m** and other council generated income (including Town Centre, vending, catering commission) of **£0.081m** which together comprise **£0.964m**. The remaining income and further details of all forecast

income expected by the council can be seen in the table above with further detail in the appendices that accompany this report.

- 5.4. The expenditure section of table 2 above shows that the Council is forecasting total expenditure of **£2.431m** for the year which comprises staffing costs of **£1.351m**, amenities costs of **£0.402m**, supplies and services costs of **£0.364m**, loan repayments of **£0.146m** and contributions to earmarked reserves of **£0.125m**. Further details of all forecast expenditure incurred by the council can be seen in the detailed appendices that accompany this report.

6. Variances to budget

- 6.1. This section of the report examines the variances that are being forecast against the approved budget and the reasons for those arising. These variances are identified in table 4 below with headline explanations that identify the main reasons behind the variances set out further beneath the table. For a more in-depth understanding of the variances please refer to the detailed appendices at the end of this report.
- 6.2. The variances identified will comprise both those that are one-off in nature (i.e. their impact is either in the current year only or has no bearing on what will happen in the future) and those that are on-going or will impact on what happens in future years. Those in the latter category will naturally be part of the considerations taken when modeling the 2026.27 budget and medium term beyond.

Table 4: Variance Analysis

Income & Expenditure Category	Approved Annual Budget £	Revised Annual Forecast £	Variance to approved Budget £
Rent & Hire of Facilities	738,145	769,057	+30,913
Interest from Bank and Investments	161,399	113,671	-47,728
Other Council Generated Income	74,093	81,695	+7,602
Grants, Levies & Donations	49,286	85,841	+36,555
Precept income	1,165,759	1,165,759	0
Internal Recharge Income	41,267	41,267	0
Total Income	2,229,949	2,257,290	+27,341
Staffing	1,377,430	1,351,105	+26,324
Amenities	387,181	402,839	-15,658
Supplies & Services	317,969	364,678	-46,708

Table 4: Variance Analysis

Income & Expenditure Category	Approved Annual Budget £	Revised Annual Forecast £	Variance to approved Budget £
Loan repayments	158,729	146,229	+12,500
Contributions to Earmarked Reserves	85,927	125,738	-39,811
Internal Recharge Costs	41,267	41,267	0
Gross Expenditure	2,368,503	2,431,856	-63,353
Net Expenditure	138,554	174,566	-36,012

Rent & Hire of Facilities +£30,913 (favourable)

6.3. This identifies that council generated income (e.g. room hire, sports facilities etc.) will exceed the budgeted target by **£0.030m**. An expected higher level of room hire income at the Oakwood Centre identified after the budget was set where further examination of historical data indicates that income for this element of the Councils operation has, in both the prior two years, come in a similar level above the budgeted level set for 2025.26 with the trend, at present, expected to continue.

Interest from Bank and Investments -£47,728 (adverse)

6.4. This estimate is based on the current level of interest being received in the first quarter of the financial year, which when extrapolated to the year end is estimated to fall short of the budgeted target by **£0.047m** which appears to be as a result of the budget being set based on the 2024.25 level held in the account and not adjusted for a repayment to the Public Works Loan Board of **£0.892m** at the end of 2024.25.

Other Council Generated Income +£7,602 (favourable)

6.5. This comprises additional income of **£0.004m** for the provision of memorial benches and so is actually offset by corresponding expenditure in the amenities line, paragraph 6.11, and so is cash neutral. The remaining balance of **£0.004m** is forecast from catering commissions received from the commercial catering provider based at the front of the Oakwood Centre. This estimate is arrived at by extrapolating commission received to date until the year end.

Grants, Levies & Donations +£36,555 (favourable).

6.6. This identifies that council income received in the form of grants and donations etc. will exceed its budgeted target by **£0.036m**. This is fundamentally due to additional Community

Infrastructure Levy (CIL) Income of **£0.031m** as confirmed by Wokingham Borough Council. This will be offset by the equivalent additional spend on general reserve contributions to EMR. Other small variances make up the balance.

Staffing +£26,324 (favourable).

6.7. This is the most complex area in terms of variances and so this narrative will identify the key headline points. Firstly there is an overall saving expected from the pay award where the budgeted expectation of £1,500 per full time equivalent is greater than the actual cost of the final award of 3.2% and so a saving will materialize. This has not been quantified due to the complexities of its entanglement with staff turnover also occurring during the period. In terms of specifics the appointment of an Apprentice Business Support Officer within a post for 8 months of the year vs the budgeted position of an Admin officer on a higher grade for a full year will result in a saving of approximately **£0.013m**. This pivot in staffing was due to the promotion of the previous apprentice post holder which indicated that a successful career development path exists for a replacement apprentice. Vacancies arising from a Grounds Person leaving in July and a Leisure Centre Duty Manager leaving in August are assumed to be replaced in November and so a vacancy saving of **£0.024m** is included. Other, largely compensating, variances identified in the appendices make up the overall movement identified here. The recruitment of an additional venues assistant offset by a vacant caretaker post has resulted in a net cost of **£0.008m**. Together these elements broadly comprise the overall reported variance with the remaining balance arising from less material aspects such as payment of accrued holiday pay and changes in additional / casual hours.

Amenities -£15,658 (adverse).

6.8. This identifies that the council will incur more expenditure for its amenity costs (i.e. repairs and maintenance of buildings, grounds etc.) versus its budgeted expectation by **£0.015m**. This variance comprises a few areas as follows. The expected costs of installing memorial benches based on the actual spend to date is c. **£0.004m**, although this will be offset by additional income included in council generated income and so its impact on the overall Council budget is broadly cash neutral. Indications are that the cost of Water & Sewerage Services will exceed the budget by c. **£0.006m** arising from combination of increased usage and an increase in the unit price of usage and processing. Lastly the business rates liability across Council sites is expected to cost **£0.005m** more than budgeted based on the billing received from Wokingham Borough Council.

Supplies & Services -£46,708 (adverse).

6.9. This identifies that the council will incur more expenditure for its supplies and services costs (e.g. office costs, ICT & communications, payroll, insurance, professional services etc.) versus

its budgeted expectation by **£0.046m**. This primarily relates to historic costs associated with The Memorial that had been set aside on the council balance sheet. These costs of **£0.042m** have now been transferred into the councils income and expenditure account as advised by the Councils financial adviser but there was no budget provision set aside in 2025/26 and so this will need to be funded from general reserves. **This variance, which essentially relates to an historic position, is the primary reason behind the bottom line Council budget adverse movement. In essence this cost should have been included in the 2024.25 financial year and therefore will be funded from general reserves.** Other minor variances across a number of headings make up the remaining balance.

Loan repayments +£12,500 (favourable).

6.10. This identifies that the council will incur less expenditure for repayment of loans versus its budgeted expectation by **£0.012m**. This has been identified from an updated loan schedule obtained from the Public Works Loan Board (PWLb) which has confirmed that the final instalment for the Oakwood Centre loan of **£0.500m** was repaid in March 2025, i.e. in the 2024.25 financial year, whereas the 2025.26 budget had identified the final loan repayment scheduled in this current year.

Contributions to Earmarked Reserves -£39,811 (adverse).

6.11. This identifies that the council will incur more expenditure for its level of contribution towards its earmarked reserves (EMR) versus its budgeted expectation by **£0.039m**. This represents an additional **£0.031m** in respect of the Community Infrastructure Levy (CIL) funded by additional income as reported in paragraph 6.6 and so is cash neutral to the Council budget. In addition a sum of **£0.008m** has been set aside in respect of consultation costs for the Alan Cornish Theatre refurbishment project.

7. Capital Expenditure

7.1. The Council will make purchases during the year that are considered capital expenditure. Capital expenditure is classified as the acquisition or enhancement of a fixed asset (equipment, furniture, vehicles, machinery and buildings) with a value of £1,000 or more and a life of more than 1 year. Expenditure on consumables or maintenance to fixed assets in excess of £1,000 does not qualify as capital expenditure.

7.2. Historically capital projects have been funded from Loans via the Public Works Loans Board (PWLb) but the Council can also use its general fund and or earmarked reserves for this purpose.

7.3. As at 1 April 2025 the Council's fixed asset base was **£7.843m** as identified in table 5 below. Any additions or disposals will be identified as appropriate as the year continues to unfold. To date

acquisitions of **£0.022m** have been made. Further detail is included in the appendices to this report.

Table 5: Capital Assets

Details	Amount
	£
Opening Balance as at 1 April 2025	7,843,618
Capital Acquisitions	22,321
Capital Disposals	0
Estimated closing balances as at 31 March 2026	7,865,939

7.4. Councillors should note that Town Councils are only required to record their assets at purchase cost and are not required to depreciate them regardless of age or condition. Once an asset is recorded, no subsequent change is made to its valuation unless it is disposed of or a material error is corrected.

8. Loans

8.1. The Council has a loan portfolio from the Public Works Loans Board (PWLB) that has been used for various capital projects. Table 6 below shows the level of loans that are currently held by the Council and includes the current expected loan repayment profile comprising the principal element (original sum borrowed) and the interest due.

8.2. A fuller picture of loans is recorded in the detailed appendices to this report.

Table 6: Loans held by the Council

Details	Principal Amount	Interest Payable
	£	£
Opening Balance as at 1 April 2025	-1,671,410	
Repayments due within 1 year	1,294,045	77,184
Repayments due 2-5 years	170,272	49,327
Repayments due over 5 years	207,094	71,062
Total balance	1,671,410	197,573

8.3. The table above shows that the council has loans of **£1.671m** outstanding with an additional interest liability of **£0.197m**. The repayment time bandings are set out in table 5 to provide a picture of the timescale of the Councils commitment for repayments. The bulk of the overall liability will be repaid by the end of the current year and will leave a liability of **£0.377m** in principal and **£0.120m** in interest payable after 31 March 2026.

8.4. The loans with the latest repayment dates are those for the Woodford Park Lake and Chapel Hall with the final repayment for the former due in October 2043 and the latter due in March 2044. All other loans will be paid off during 2030 or earlier.

8.5. All repayments will be included in futures years Council budgets as appropriate.

9. Earmarked Reserves (EMR)

9.1. This section will provide Councillors with an update on the use of earmarked reserves (EMR). Table 7 below sets out the current forecast EMR position with a fuller picture recorded in the detailed appendices to this report.

Table 7: Earmarked Reserves

Details	Amount
	£
Opening Balance as at 1 April 2025	1,818,978
Planned transfers to EMR	179,930
Planned transfers from EMR	1,328,586
Estimated closing balances as at 31 March 2026	670,322

9.2. This shows that the Council started the financial year with **£1.818m** held in earmarked reserves and that as it stands will utilise **£1.148m**, being the net movement during the year which will leave **£0.670m** as at 31 March 2026 although that is before any further movements are approved and crystallise.

9.3. Councillors should note that **£1.225m** of the transfers from EMR relates to a pre-planned loan repayment to the PWLB. Once repaid this will mean that the size of the Councils overall levels of EMR will be significantly reduced but due to the nature and purpose of an EMR facility the appropriate purpose and risk profile will have been accommodated within the sums identified.

10. Cash at bank

10.1. The council held approx. **£2.828m** in bank, cash and investments as at 31 August 2025 as set out in table 8 below:

Table 8: Cash held

Details	Amount
	£
Current Accounts & Petty Cash	30,155
Deposit Account	268,947

CCLA Investment Accounts

2,528,998

Total cash held**2,828,100**

10.2. Cash held in the current accounts and deposit account is in constant use for the Council's day to day operations. The current account is kept at a constant level with an automatic sweep facility set up between that and the deposit account in order to maximise interest for instantly accessible funds. Funds held in CCLA investment accounts include those to be repaid to the PWLB (£1.225m due by 31 March 2026) and precept income set aside to maximise interest gains. These sums will be kept under review as the year progresses.

11. Horizon Scanning – Current year

11.1. This section will look to identify developments both locally and nationally that may have a financial impact on the Council in the current year (2025.26) and or beyond. Where these cannot be quantified then a broad estimate, where possible, will be provided until such time a more accurate assessment using reliable data means that estimates can be brought into the main tables of this report.

CIL Funding

11.2. The Town Council has been notified by Wokingham Borough Council that a further sum of £0.063m is due for development works that have commenced. No timeline has been identified but could potentially be this current year.

Autumn Funding Statement

11.3. It should be noted that the Governments Autumn statement due 26 November 2025 may bring with it implications that have an impact on the Town Councils budget.

12. Horizon Scanning – Future years

12.1. This section will bring to the Councillors attention any matters that will or may affect the budget in future years but which are not expected to occur in the current year.

Local Government Pension triennial review

12.2. The Local Government Pension scheme will have its triennial review (a mandatory actuarial valuation) to evaluate the Fund's financial health and set employer contribution rates being a primary rate (future benefit accrual) and a secondary (deficit recovery) rate for the next three-year funding cycle. The most recent valuation ends in March 2026 and so an update is expected from April 2026. At this stage the new employer contribution rates from April 2026 are

unknown and will be determined by the value of the pension fund's investment assets at the valuation date and liabilities to current members, pensioners, and deferred beneficiaries. This is all underpinned by complex interrelated variables such as market returns, market volatility, investment strategy, demographics, salary growth, inflation, mortality rates, membership changes and regulation. It is worth noting that for every **1%** increase in employers contribution levels the impact on the council would be an additional ongoing cost of **£0.009m** per annum based on the current staffing structure. Having contacted the Berkshire Pension Fund they were unable to provide any kind of update other than to confirm that they would be releasing information in December 2025.

CIL Funding

12.3. In addition to the CIL funding due as reported above The Town Council have also been notified by Wokingham Borough Council that a further **potential** sum of **£0.168m** is approved, although this is for development works that have not yet commenced and so the final value and timeline for payment is uncertain but worth noting here for future budget updates and for consideration in how it will be used.

Reform of Audit & AGAR Thresholds

12.4. The external audit regime for smaller authorities is under review (Public Sector Audit Appointments – PSAA – and DLUHC) where proposals may include Lower thresholds for limited assurance exemption, More intensive audit checks for **medium-sized councils** and the possible introduction of risk-based auditing models, like principal authorities. This would lead to increased audit costs and potentially the requirement for additional professional support.

Public Works Loan Board (PWLB) Access Tightening

12.5. The PWLB is becoming stricter on the justification and affordability of borrowing. Councils may need to provide business case summaries, public consultation results and capital delivery strategies which may require more up-front cost in preparing documentation and the hire of specialists to support project appraisals and forecasts. These additional costs may not be attributable to the loan.

Climate & Biodiversity Duties

12.6. Climate reporting obligations may become mandatory under future environment or local governance bills. Councils could be expected to Audit emissions from assets, implement biodiversity net gain policies and show leadership in local net-zero planning. This may lead to need for environmental consultants, baseline assessments, or tree-planting budgets.

Digitisation & Transparency Compliance

12.7. Likely expansion of transparency and digital service standards, including enhanced accessibility enforcement, better public access to budgets and contracts and possible requirement to use standardised reporting tools. This could lead to Higher web maintenance and compliance costs, the need for councillor and staff training in cyber, data handling, and compliance and possibly more pressure to adopt approved digital platforms or hosted systems.

Funding Reform at Principal Authority Level

12.8. County and unitary authorities under financial pressure could offload more services to town/parish councils, including Youth provision, Community safety projects and local footpath maintenance. This means that more precept responsibility could be transferred downward, possibly without stable funding. The Council would need to be strategic about accepting assets/services and build contingency capacity in their budgets.

Business Rates and Council Tax Reform

12.9. The longer-term review of local taxation may eventually impact Council Tax capping thresholds for larger town/parish councils and the use or abolition of Council Tax Support Grants. The financial impact of this include the possible limit on precept rises for some councils, requiring public referenda growing need to generate income from assets and improve commercial awareness.

Workforce Pressures & HR Compliance

12.10. Greater focus on employer responsibilities for local councils (driven by unions, NALC, and tribunal cases). Likely reforms may include Compulsory HR and staffing policies, Stronger adherence to employment law training and National payroll and pension oversight. This may mean increased staff costs for training, compliance, or HR services and a growing need to budget for staff CPD, legal advice, and pensions for multiple staff.

13. Conclusion

13.1. At this point of the year the forecast year end position, i.e. 31 March 2026, for the Council is a net expenditure total of **£0.175m** versus the forecast budget as recommended by the Strategy & Resources Committee of **£0.139m**. This is an adverse movement of **£0.036m** since the approved budget. **This variance, which essentially relates to an historic position, is the primary reason behind the bottom line Council budget adverse movement reported in**

paragraph 6.9. In essence this cost should have been included in the 2024.25 financial year and therefore will be funded from general reserves.

13.2. The level of general reserves is expected to reduce by **£0.174m** although is estimated to be **£0.070m** better off than the budgeted position based on a stronger opening balance position as at 1 April 2025 than budgeted.

13.3. This report does not indicate that this is what the final outturn will be with absolute certainty but provides a direction of travel and best estimate based on known information at this point in time. Unforeseen developments, management action and committee decisions will all impact on the final outturn.

WOODLEY TOWN COUNCIL 2025/26 BUDGET FORECAST - COMMITTEE LEVEL

As at end Aug25

Committee Details	2024.25 Final Outturn	2024.25 Actual as at end Aug	2025.26 Actual as at end Aug	2025.26 Original Annual Forecast	2025.26 Revised Annual Forecast	2025.26 Estimated Variance
	£	£	£	£	£	£

INCOME

Strategy & Resources	449,773	163,354	136,399	369,325	391,506	+22,181
Leisure Services	695,844	283,069	320,486	694,865	700,025	+5,160
Planning & Community	0	0	0	0	0	0
Sub Total Income excl Precept	1,145,617	446,423	456,885	1,064,190	1,091,531	+27,341
Precept Income	1,164,500	582,250	582,880	1,165,759	1,165,759	0
Total Income	2,310,117	1,028,673	1,039,765	2,229,949	2,257,290	+27,341

EXPENDITURE

Strategy & Resources	2,048,237	516,975	446,710	1,233,568	1,280,903	-47,334
Leisure Services	800,550	324,014	462,035	1,111,725	1,127,743	-16,018
Planning & Community	30,000	15,000	11,605	23,210	23,210	0
Total Gross Expenditure	2,878,787	855,989	920,350	2,368,503	2,431,856	-63,353

NET EXPENDITURE

Strategy & Resources	1,598,464	353,621	310,311	864,244	889,397	-25,153
Leisure Services	104,706	40,945	141,549	416,860	427,718	-10,858
Planning & Community	30,000	15,000	11,605	23,210	23,210	0
Total Net Expenditure excl precept	1,733,170	409,566	463,465	1,304,313	1,340,325	-36,012
Precept Income	1,164,500	582,250	582,880	1,165,759	1,165,759	0
Total Net Expenditure incl precept	568,670	172,684	119,415	138,554	174,566	-36,012

GENERAL RESERVES

Opening balance				682,768	788,544	+105,776
Movement				138,554	174,566	-36,012
Closing Balance				544,214	613,978	+69,764

STRATEGY AND RESOURCES COMMITTEE BUDGET SUMMARY - COST CENTRE LEVEL

As at end Aug25

Cost Centre	Description	2024.25 Final Outturn	2024.25 Actual as at end Aug	2025.26 Actual as at end Aug	2025.26 Original Annual Forecast	2025.26 Revised Annual Forecast	2025.26 Estimated Variance	Notes
		£	£	£	£	£	£	
INCOME								
101	Central Costs	85,509	3,681	34,717	37,471	74,226	+36,755	Additional CIL Income £31k as confirmed by Wokingham BC and an estimate of £5k memorial ground contribution arising from summer fairground.
102	Democratic Costs	0	0	0	0	0	0	
103	Corporate Management	0	0	0	0	0	0	
105	Grants	0	0	0	0	0	0	
107	Oakwood Centre	149,517	61,213	54,774	129,612	163,566	+33,955	Forecast increase in Oakwood Room Hire income based on 2023.24 and 2024.25 actuals plus increase for RPI at 2.9%
109	WTCP	48,355	25,005	19,740	45,043	45,043	0	
110	Capital and Projects (PWLb)	0	0	0	0	0	0	
111	Town Centre	0	0	0	0	0	0	
113	CIL EMR	0	443	0	0	0	0	
118	General Reserve EMR Movements	0	0	0	0	0	0	
702	CCLA (Income re-invested)	166,392	73,012	27,168	157,199	108,671	-48,528	Estimated receipts based on current dividend profile Apr-Jun
	Total Income	449,773	163,354	136,399	369,325	391,506	+22,181	
EXPENDITURE								
101	Central Costs	324,708	144,585	189,552	440,274	430,608	+9,666	Part year staff recruitment and reduced cost of pay award vs that budgeted for offset by RFO recruitment fee
102	Democratic Costs	36,444	15,787	15,934	39,696	39,246	+450	Favourable change in expected costs from finalisation of NJC pay award
103	Corporate Management	421,472	192,761	93,869	169,942	173,930	-3,987	Current forecast costs for bank fees and HR support based on spend to date projected to year end
105	Grants	3,060	7,810	1,560	3,000	3,000	0	
107	Oakwood Centre	217,851	91,549	93,625	248,633	275,285	-26,652	Venues Assistant not included in budgeted estimate, Business rates actual higher than estimate
109	WTCP	71,213	27,759	26,654	76,667	77,331	-664	Various minor variances
110	Capital and Projects Loans (PWLb)	973,340	36,660	14,606	158,729	146,229	+12,500	Forecast repayment as per PWLB loan schedule obtained July 2025, difference is final instalment of £12.5k for Oakwood £500k loan repaid March 2025
111	Town Centre	149	64	4,216	10,700	9,536	+1,164	Christmas Lights installation latest estimate
116	Oakwood Theatre	0	0	6,694	0	0	0	
118	General Reserve EMR Movements	0	0	0	85,927	125,738	-39,811	Additional CIL expenditure £31k offset by additional funding of same value code 101. Theatre Consultations Stages 2&3 £8.9k
702	CCLA	0	0	0	0	0	0	
	Total Gross Expenditure	2,048,237	516,975	446,710	1,233,568	1,280,903	-47,334	
	Total Net Expenditure	1,598,464	353,621	310,311	864,244	889,397	-25,153	

LEISURE SERVICES COMMITTEE BUDGET SUMMARY

As at end Aug25

Cost Centre	Description	2024.25 Final Outturn	2024.25 Actual as at end Aug	2025.26 Actual as at end Aug	2025.26 Original Annual Forecast	2025.26 Revised Annual Forecast	2025.26 Estimated Variance	Notes
		£	£	£	£	£	£	
INCOME								
201	Woodford Park Leisure Centre	561,106	233,169	261,120	541,634	542,794	+1,160	Latest forecast based on income received to date
401	Grounds Maintenance Depot	215	215	147	551	551	0	
402	Football	12,076	4,421	4,510	13,407	13,407	0	
403	Cricket	7,225	5,380	4,530	7,586	7,586	0	
404	Bowling Green	8,218	15	26	8,659	8,659	0	
408	Play Areas / Open Spaces	0	0	0	0	0	0	
501	Coronation Hall	38,275	22,281	18,116	49,187	49,187	0	
502	Chapel Hall	42,303	19,490	14,622	48,003	48,003	0	
601	Allotments	17,573	772	575	17,560	17,560	0	
602	Amenities	0	0	0	0	0	0	
603	Events	300	300	300	400	400	0	
604	Public Toilet	148	53	62	150	150	0	
608	Youth Services	0	0	0	0	0	0	
	Total Income	695,844	283,069	320,486	694,865	700,025	+5,160	
EXPENDITURE								
201	Woodford Park Leisure Centre	462,524	187,905	212,536	578,456	563,802	+14,654	Budget assumed £1500 pay award per FT member of staff but actual expected award now 3.2% which is a lower cost for all staff in this budget.
401	Grounds Maintenance Depot	67,902	19,767	23,618	73,442	72,790	+652	Minor variance
402	Football	14,318	6,136	14,073	32,216	32,421	-205	Minor variance
403	Cricket	21,296	7,444	9,026	20,596	20,420	+176	Minor variance
404	Bowling Green	24,174	9,236	11,711	25,664	25,573	+91	Minor variance
405	Woodford Park	51,168	20,161	36,962	76,482	78,043	-1,561	Estimated cost for memorial benches offset by approximately equivalent income
406	Memorial Ground	0	0	52,703	26,076	66,059	-39,983	This represents historic cost of memorial ground that pre-dates 2024.25 not previously expensed.
407	Garden of Remembrance	8,922	3,606	5,335	12,916	12,499	+417	Minor variance
408	Play Areas / Open Spaces	22,528	8,765	16,717	40,747	39,141	+1,606	Budget assumed £1500 pay award per FT member of staff but actual expected award now 3.2% which is a lower cost for all staff in this budget.
501	Coronation Hall	31,741	12,256	20,653	50,541	52,788	-2,247	Business rates actual higher than budget estimate plus Water usage higher than 2024.25 and increase in unit price.
502	Chapel Hall	27,143	8,965	15,947	55,692	42,345	+13,347	Vacant caretaker post not recruited to
601	Allotments	26,378	24,081	18,203	51,832	53,163	-1,331	Water usage higher than 2024.25 and increase in unit price.
602	Amenities	9,357	3,398	4,686	13,039	12,901	+138	Minor variance
603	Events	14,089	10,821	15,801	31,942	31,757	+185	Minor variance
604	Public Toilet	3,350	1,473	4,064	7,085	9,044	-1,959	Historic electricity billing from 2024.25
608	Youth Services	15,660	0	0	15,000	15,000	0	
	Total Gross Expenditure	800,550	324,014	462,035	1,111,725	1,127,743	-16,018	
	Total Net Expenditure	104,706	40,945	141,549	416,860	427,718	-10,858	

PLANNING COMMITTEE BUDGET SUMMARY

As at end Aug25

Cost Centre	Description	2024.25 Final Outturn	2024.25 Actual as at end Aug	2025.26 Actual as at end Aug	2025.26 Original Annual Forecast	2025.26 Revised Annual Forecast	2025.26 Estimated Variance	Notes
		£	£	£	£	£	£	
INCOME								
605	Annual Grant	0	0	0	0	0	0	
	Total Income	0	0	0	0	0	0	
EXPENDITURE								
605	Annual Grant	30,000	15,000	11,605	23,210	23,210	0	
	Total Gross Expenditure	30,000	15,000	11,605	23,210	23,210	0	
	Total Net Expenditure	30,000	15,000	11,605	23,210	23,210	0	

CAPITAL EXPENDITURE

Details	Opening Balance	In year activity		Memorial Benches £	Closing Balance
	£	ICT Equip £	Non ICT Equip £		£
Opening Balance as at 1 April 2025	7,843,618				7,843,618
Capital Acquisitions		9,091	6,773	6,457	22,321
Capital Disposals	0	0	0	0	0
Estimated closing balances as at 31 March 2026	7,843,618	9,091	6,773	6,457	7,865,939

LOAN REPAYMENT SUMMARY

Loan Ref Loan Desc Original Loan £ balance as at 1-Apr-25	PW454569 Chapel Hall £43,000 £38,019	PW460907 Pavilion / Sports * £200,000 £18,775	PW507873 WP Lake £240,000 £196,413	PW467556 Airfield Y&C £85,000 £30,290	PW489575 Oakwood £120,000 £38,442	PW505314 Gym Project £110,000 £17,401	PW485429 Oakwood £1,225,000 £1,225,000	PW504186 3G Pitches £255,000 £107,070	Total £2,278,000 £1,671,410
Repayments - principal									
2025.26	£602	£18,775	£7,987	£5,657	£6,286	£11,564	£1,225,000	£18,174	£1,294,045
2026.27	£674		£8,209	£6,222	£6,582	£5,837		£18,728	£46,252
2027.28	£754		£8,437	£6,843	£6,892			£19,300	£42,227
2028.29	£845		£8,672	£3,674	£3,567			£19,889	£36,646
2029.30	£946		£8,913	£7,894	£7,384			£20,497	£45,633
2030.31	£1,059		£9,160		£7,731			£10,482	£28,432
2031.32	£1,185		£9,415						£10,600
2032.33	£1,327		£9,677						£11,004
2033.34	£1,486		£9,946						£11,431
2034.35	£808		£10,222						£11,030
2035.36	£2,718		£10,506						£13,224
2036.37	£2,085		£10,798						£12,883
2037.38	£2,335		£11,098						£13,433
2038.39	£2,614		£11,406						£14,021
2039.40	£1,422		£11,723						£13,146
2040.41	£3,097		£12,049						£15,146
2041.42	£5,354		£12,384						£17,738
2042.43	£4,108		£12,728						£16,836
2043.44	£4,600		£13,082						£17,682
Total	£38,019	£18,775	£196,413	£30,290	£38,442	£17,401	£1,225,000	£107,070	£1,671,410
Repayments - interest									
2025.26	£4,403	£1,402	£5,366	£2,819	£1,715	£110	£58,188	£3,108	£77,110
2026.27	£4,331		£5,144	£2,254	£1,420	£111		£2,553	£15,812
2027.28	£4,250		£4,916	£1,632	£1,110			£1,981	£13,890
2028.29	£2,092		£4,682	£564	£434			£1,392	£9,164
2029.30	£4,111		£4,441	£582	£618			£785	£10,536
2030.31	£5,962		£4,193		£271			£159	£10,584
2031.32	£3,819		£3,938						£7,758
2032.33	£3,677		£3,677						£7,354
2033.34	£3,519		£3,408						£6,926
2034.35	£1,694		£3,131						£4,825
2035.36	£4,789		£2,847						£7,636
2036.37	£2,919		£2,555						£5,474
2037.38	£2,670		£2,255						£4,925
2038.39	£2,390		£1,947						£4,337
2039.40	£1,080		£1,630						£2,710
2040.41	£1,907		£1,304						£3,211
2041.42	£2,153		£969						£3,122
2042.43	£896		£625						£1,521
2043.44	£405		£271						£676
Total	£57,066	£1,402	£57,302	£7,850	£5,568	£221	£58,188	£9,976	£197,573

Woodley Town Council planned use of Earmarked Reserves (EMR)

Description	Purpose of Reserve	As at end Aug25			
		2025/26 Opening Balance	Transfer to Reserves	Transfer from Reserves	2025/26 Closing Balance
		£	£	£	£
Future Draw Down Reserves					
3G Pitch Carpet replace	Replacement cost of 3G playing surface	108,000	22,000	0	130,000
Allotment Roadways	For improvement of allotment roadways	1,114	30	0	1,144
Allotment security	Maintaining allotment security	611	0	0	611
Allotment toilets	Maintaining allotment toilets	1,341	0	0	1,341
Town Centre Community Garden	Maintain the Town Centre Garden	5,661	0	0	5,661
Christmas Lighting	Annual cost of inspection, test and displaying town centre Christmas lights	7,880	1,000	0	8,880
Play Area Reserve	Maintenance of play area	324	10,000	0	10,324
Town Centre Clock	Maintaining Town Centre clock	2,984	0	0	2,984
WPLC Building & Facilities	Maintenance requirements at the Woodford Park Leisure Centre identified year to year	76,169	0	16,000	60,169
OC Buildings & Facilities	Maintenance requirements at the Oakwood Centre identified year to year	17,785	10,000	0	27,785
WP Duck Feeder	Funds generated from use of WP Duck Feeder	0	745	0	745
Climate Emergency	Costs relating to council achieving its climate emergency requirements	6,113	10,000	0	16,113
Election reserve	Provision set aside to cover the expected costs of future elections.	19,500	6,500	0	26,000
Capital Expenditure Reserves					
Capital programme reserve	Additional one off capital works and priorities identified	95,429	0	69,928	25,501
Woodley Airfield capital receipt	Capital receipt from the sale of Woodley Airfield to be used for capital spend	89,400	0	0	89,400
Woodley Tennis capital receipt	Capital receipt from the sale of Woodley Tennis to be used for capital spend	5,122	64,880	0	70,002
CIL Funds	Community Infrastructure Levy (CIL) funds for capital project spend	0	45,849	0	45,849
Project Specific Reserves					
Town Centre CCTV	Cost of installing a Town Centre CCTV system	15,000	0	0	15,000
Oakwood Theatre	For redevelopment of the theatre	0	8,925	0	8,925
History Timeline	Costs of installing Town Council history timeline display at the Oakwood Centre	3,250	0	0	3,250
PWLB Reserve	Cost of scheduled loan repayment to the Public Works Loan Board (PWLB) 31 March 2026	1,225,000	0	1,225,000	0
WPLC VAT Reclaimed	Fixed sum of VAT funds claimed back from HMRC for services later deemed non VATable. To be allocated towards Town Council priorities.	133,690	0	15,033	118,657
WTC AV Equipment	To cover the cost of providing improved Town Council AV equipment	4,605	0	2,625	1,981
Total earmarked reserves		1,818,978	179,930	1,328,586	670,322

Woodley Town Council

Current Account

List of Payments made between 01/05/2025 and 31/05/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
15-May-25	(Personal Information)	£288.98	Market Management
20-May-25	(Personal Information)	£440.00	Market Manager Fee
30-May-25	Alan Hadley Ltd	£480.00	Premises Contract
20-May-25	Axxess Identification Ltd	£78.12	Proximity cards
20-May-25	Berks Association of Local Councils	£3,407.44	Annual Subscription
30-May-25	Berkshire Tree Care	£2,856.00	Tree maintenance
20-May-25	BNP Paribas Leasing Solutions	£367.20	Photocopier lease May25
20-May-25	Bowak	£476.30	Cleaning Supplies
30-May-25	Bowak	£154.39	Premises Supplies
15-May-25	Brake Brothers	£379.97	Vending Supplies
20-May-25	Brake Brothers	£431.84	Vending Supplies
30-May-25	Brake Brothers	£879.46	Vending Supplies
20-May-25	Brewers Decorators Supplies	£109.66	Premises Supplies
20-May-25	Business Stream	£56.73	Water servcies - public toilet Jan25-Apr25
15-May-25	Castle Water Ltd	£5,435.28	Water & Sewerage Services Feb25-Apr25
16-May-25	Castle Water Ltd-DD	£16.99	Water 1Apr25-30Apr25
30-May-25	Churchill Contract Services	£2,139.11	Contract Cleaning
15-May-25	Cloudy IT	£147.08	GovFinance User add ons
20-May-25	Cloudy IT	£1,209.59	Monthly IT Contract May 25
01-May-25	Club Manager Ltd	£106.80	Maintenance contract
15-May-25	Commercial Leisure Supplies Ltd	£115.96	Swimming Pool testing supplies
20-May-25	Cooler aid	£24.68	Office bottled water
19-May-25	Crown Gas & Power	£1,291.26	Gas 1Apr25-30Apr25
19-May-25	Crown Gas & Power	£305.73	Gas 28Mar25-29Apr25
19-May-25	Crown Gas & Power	£189.72	Gas 1Apr25-30Apr25
19-May-25	Crown Gas & Power	£1,336.87	Gas 4Apr25-30Apr25
07-May-25	Ecotricity	£7.37	Electric O/C 1Mar25-1Apr25
20-May-25	Ecotricity	£545.78	Elec 28Mar25-28Apr25
20-May-25	Ecotricity	£2,210.65	Elec 1Apr25-1May25
20-May-25	Ecotricity	£101.60	elec 01Apr25-29Apr25
20-May-25	Ecotricity	£55.44	elec 01Apr25-01May25
23-May-25	Ecotricity	£686.05	elec 1Apr25-29Apr25
15-May-25	EDF Energy	£114.79	Electricity 31Mar25-29Apr25 - Clock
12-May-25	Epos Now Ltd D/D	£30.00	IT Licence
30-May-25	Eventu	£50.00	Projector Hire
15-May-25	Fresh Berkshire Ltd T/A Crumbs	£549.00	Catering Supplies
20-May-25	Henry Street Garden Centre	£2,452.30	Flowers, Compost and bark
20-May-25	HM Revenue & Customs	£23,594.45	PAYE May 25
20-May-25	Journey Recruitment	£10,194.10	Recruitment Fee
30-May-25	Keep Mobile	£3,000.00	Grant
30-May-25	Kill Pest	£375.00	Pest Control
30-May-25	Lantec Security	£67.87	Alarm batteries
15-May-25	Lantec Security Ltd	£1,310.16	Intruder alarm, CCTV and Radio Moniotring and maintenance fees
27-May-25	Les Mills Fitness UK Ltd	£231.30	Subscription
30-May-25	Link Visiting Scheme	£1,000.00	Grant
15-May-25	Lloyds Bank D/D	£419.03	Cardnet fees
20-May-25	Lyreco UK Ltd	£179.71	Stationery Supplies
15-May-25	Merchant Rentals Ltd	£19.50	Card Net May25
15-May-25	Merchant Rentals Ltd	£19.50	Card Net May25
15-May-25	Origin Amenity Solutions	£642.60	Garden supplies
15-May-25	Peninsula Business Services Ltd	£810.55	HR Support May 2025
22-May-25	Pitney Bowes Ltd	£250.00	Franking
30-May-25	Pro Servicing	£1,788.00	Acoustic wall repairs
15-May-25	Proludic Ltd	£489.46	Ramps for Jeep play area
15-May-25	Pro-Servicing Ltd	£840.00	WPLC Acoustic wall servicing
20-May-25	Prudential Assurance	£300.00	AVC Contributions May25
30-May-25	Readibus	£7,105.00	Grant
15-May-25	Rialtas Business Solutions Ltd	£3,810.00	Annual software & maintenance
30-May-25	Screwfix	£33.34	PPE
07-May-25	SecureHeat	£250.20	Heating Contract
12-May-25	SGW Payroll Ltd	£149.66	Monthly payroll fee-Apr25
28-May-25	Siemens Financial Services	£1,236.62	Monthly gym equip lease Jun25
20-May-25	SLCC Enterprises Ltd	£36.67	Membership fee
30-May-25	Solopress	£194.71	Sigange Boards
30-May-25	Technical Surfaces	£4,200.60	3G Pitch maintenance
20-May-25	Thames Valley Water Services Ltd	£228.00	Monthly Water Checks
20-May-25	The Berkshire Pension Fund	£26,361.08	Berks Pension Contributions May 25

15-May-25	Trade UK	£16.95	Premises Supplies
20-May-25	Trade UK	£194.53	Premises Supplies
20-May-25	Tudor Environmental	£3,184.97	Grounds & Garden Supplies (loam, seeding, herbicide, equipment)
15-May-25	Vesey UK Limited	£105.47	Leisure equipment
30-May-25	Wingfield Engineering	£54.85	Vehicle Maintenance
01-May-25	Wokingham BC - Rates	£2,858.00	Rates May25
01-May-25	Wokingham BC - Rates	£526.00	Rates May25
01-May-25	Wokingham BC - Rates	£238.00	Rates May25
01-May-25	Wokingham BC - Rates	£1,808.00	Rates May25
30-May-25	Wokingham Volunteer Centre	£500.00	Grant

Total Payments

£128,152.02

CLERKS IMPREST A/C

List of Payments made between 01/05/2025 and 31/05/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
09-May-25	(Personal Information)	£75.00	Refund dep-AP Bacon CO-29833
09-May-25	(Personal Information)	£75.00	Refund dep-S Briggs CO-29925
12-May-25	(Personal Information)	£200.00	Grant-May25
13-May-25	(Personal Information)	£200.00	Refund dep-MA Rahma OC-29775/2
13-May-25	(Personal Information)	£180.00	Refund dep-G Wena CO-29970
16-May-25	(Personal Information)	£150.00	Refund dep-BS Rajpal CO-29840
16-May-25	(Personal Information)	£200.00	Refund dep-S Gentle OC-29797/3
27-May-25	(Personal Information)	£200.00	Refund dep-SS Buran OC-29728
27-May-25	(Personal Information)	£75.00	Refund dep-SM Gupta CO-29863
28-May-25	(Personal Information)	£200.00	Refund dep-R Simmonds OC-29990
30-May-25	(Personal Information)	£65.00	Deposit Refund Allotment
30-May-25	(Personal Information)	£15.00	Deposit refund
30-May-25	(Personal Information)	£200.00	CoroHall Deposit refund
27-May-25	Adobe Systems Software Ireland	£198.96	IT Licence
28-May-25	Agri-Linc Limited	£1,194.00	Premises equipment
07-May-25	Amazon Business Account	£139.64	Grounds Supplies
07-May-25	Amazon Business Account	£14.40	Premises Equipment
08-May-25	Amazon Business Account	£9.98	Premises Equipment
13-May-25	Amazon Business Account	£19.71	Owl for 3g pitch
14-May-25	Amazon Business Account	£66.00	Premises supplies
14-May-25	Amazon Business Account	£29.97	Health & Safety supplies
14-May-25	Amazon Business Account	£183.80	Health & Safety Supplies
14-May-25	Amazon Business Account	£84.87	Health & Safety Supplies
14-May-25	Amazon Business Account	£18.00	Health & Safety Supplies
15-May-25	Amazon Business Account	£73.92	health & Safety supplies
16-May-25	Amazon Business Account	£57.15	Health & Safety supplies
16-May-25	Amazon Business Account	£87.89	Premises supplies
16-May-25	Amazon Business Account	£11.72	Premises supplies
19-May-25	Amazon Business Account	£19.99	office supplies
19-May-25	Amazon Business Account	£5.66	Office Supplies
19-May-25	Amazon Business Account	£11.98	Catering supplies
20-May-25	Amazon Business Account	£11.99	Office Supplies
22-May-25	Amazon Business Account	£31.55	Premises Supplies
27-May-25	Asda Stores Ltd	£68.79	Vending Supplies
02-May-25	Badgemaster Limited	£17.70	ID Badge
29-May-25	Black Country Metal Works Ltd	£380.00	Tree Guards
29-May-25	Chew Valley Trees	£192.00	Grounds Supplies
30-May-25	Chew Valley Trees	£498.00	Grounds Supplies
13-May-25	Driver & Vehicle Licensing Age	£345.00	MW65 EHN Road Fund Licence
28-May-25	Fuel/Petrol Petty cash	£59.98	Topup petrol petty cash
16-May-25	Hanon Omran	£50.00	Refund dep-H Orman RD700
12-May-25	Life Education	£310.00	Grant-May25
28-May-25	Lloyds Bank	£67,349.64	Net May 2025-Payroll
15-May-25	Lloyds Bank D/D	£15.48	Imprest 10Mar25-9Apr25
28-May-25	PETTY CASH A/C	£200.18	Top up petty cash
02-May-25	Pool Warehouse	£260.00	Premises Supplies
16-May-25	R Young Art Galler	£146.40	Framing
02-May-25	SJ Sports Ltd	£100.00	Sports trophies
06-May-25	Skyguard Limited	£47.94	Saftey App Mthly Subscription
19-May-25	Squires Garden Centres	£79.00	Garden Supplies
12-May-25	The Glow Company	£23.40	Wax procession torch
13-May-25	The Traditional Yoga	£75.00	Refund dep-Tradit CO-30069
13-May-25	TM Care Ltd	£75.00	Refund dep-CO-29938
27-May-25	Tool Station Ltd	£45.23	Premises Supplies
12-May-25	Woodley Bowling Club	£350.00	Grant-May25

12-May-25	Woodley Festival of Music	£350.00 Grant-May25
12-May-25	Woodley Volunteer	£350.00 Grant-May25
20-May-25	Woodley Volunteer Ctre	£350.00 Grant - May 2025
Total Payments		£75,844.92

Woodley Town Council**Current Account****List of Payments made between 01/06/2025 and 30/06/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
11-Jun-25	Castle Water Ltd	£424.88	Water May 2025
11-Jun-25	Mammoth Site Storage & Toilet Hire	£612.00	Event Toilet Hire
11-Jun-25	National Association Local Councils	£42.00	Training event costs
11-Jun-25	Select Environmental Services Ltd	£203.09	Refuse Collection
11-Jun-25	SSE Energy Supply Ltd	£136.65	Public Toilet Elec Apr24
09-Jun-25	1st Attendance Training Group Ltd	£594.00	Fire Warden Training
09-Jun-25	Blue Horizon Ventures	£8,032.50	Project planning & tendering
09-Jun-25	Bowak Ltd	£216.48	First Aid Supplies
09-Jun-25	Brake Bros Foodservice Ltd	£301.65	Vending Supplies
09-Jun-25	Cloudy IT	£22,930.18	Annual IT Support costs
09-Jun-25	Culligan UK Ltd	£4,978.20	Bottle Filling Station
09-Jun-25	Drain and Able	£2,466.00	CCTV Drainage Survey
09-Jun-25	Trade UK	£155.23	Premises Supplies
09-Jun-25	SLCC Enterprises Ltd	£480.00	Membership Fee
09-Jun-25	AGA Print Ltd t/a Solopress	£194.71	Signage Boards
09-Jun-25	Sports Lab Ltd	£1,140.00	3G Pitch inspection & testing
09-Jun-25	SSE Energy Supply Ltd	£292.66	Apr25 Street Lighting
09-Jun-25	Thames Valley Water Services Ltd	£504.00	Water Safety Checks May25
09-Jun-25	Thames Valley Signs (Berkshire) Ltd	£288.00	Signage Boards
09-Jun-25	Tudor Environmental	£115.08	Grounds & Garden Supplies
09-Jun-25	Wokingham Borough Council	£140.00	Premises Licences
16-Jun-25	Brake Bros Foodservice Ltd	£310.65	Vending Supplies
16-Jun-25	Broxap Ltd	£3,765.60	Memorial Benches
16-Jun-25	EDF Energy 1 Ltd	£110.86	Town Centre Clock Elec Supply
16-Jun-25	Hartley Tanker Services Ltd	£230.00	Tank Emptying
16-Jun-25	R Young Art Galler	£146.40	Framing Service
16-Jun-25	Trade UK	£129.51	Premises Supplies
16-Jun-25	Select Environmental Services Ltd	£954.55	Refuse Collection
16-Jun-25	SSE Energy Supply Ltd	£1,675.38	Public Toilet Elec Fees 2024.25 not previously billed
16-Jun-25	Tudor Environmental	£194.11	Grounds & Garden Supplies
16-Jun-25	Windowflowers Ltd	£6,530.40	Town Centre Summer Planting
19-Jun-25	Anglia Sign Casting Limited	£104.30	Signage Boards
19-Jun-25	Blandy & Blandy LLP	£612.00	Legal Services
19-Jun-25	Brake Bros Foodservice Ltd	£305.72	Vending Supplies
19-Jun-25	Churchill Contract Services Ltd	£2,139.11	Contract Cleaning
19-Jun-25	Cloudy IT	£1,209.59	Monthly IT Contract Jun 25
19-Jun-25	CoolerAid Ltd	£32.78	Office bottled water
19-Jun-25	(Personal Information)	£224.20	Market Management
19-Jun-25	Ethos Communications Solutions Ltd	£551.05	Photocopier copy charges
19-Jun-25	Lister Wilder Ltd	£808.32	Vehicle Servicing
19-Jun-25	Lyreco UK Ltd	£70.86	Stationery Supplies
19-Jun-25	PPL PRS Ltd	£3,854.23	Music Royalties
19-Jun-25	Public-i Group Ltd	£2,396.60	ICT Installation
19-Jun-25	AGA Print Ltd t/a Solopress	£203.60	Signage Boards
19-Jun-25	SSE Energy Supply Ltd	£230.13	Apr24-Mar25 Public Toilet Elec adjustment
19-Jun-25	John Stacey & Sons Ltd	£768.00	Skip Hire
19-Jun-25	Stark Connect Ltd	£354.00	Metering Services
19-Jun-25	Tudor Environmental	£480.65	Grounds & Garden Supplies
19-Jun-25	Ukactive	£648.36	AV Licencing costs
27-Jun-25	HMRC	£20,516.30	PAYE Jun25
27-Jun-25	Berkshire Pension	£23,770.31	Local Government Pension Contributions Jun25
27-Jun-25	Prudential	£300.00	Pension Additional Voluntary Contributions Jun25
10-Jun-25	Broxap Ltd	£2,100.00	Park Benches
10-Jun-25	CoolerAid Ltd	£90.12	Office bottled water
10-Jun-25	Fresh Berkshire Ltd T/A Crumbs	£330.00	Meeting & Room Hire catering supplies
10-Jun-25	Alan Hadley Ltd	£480.00	12 Yard Skip
10-Jun-25	Peacock Insurance Services	£321.78	Equipment Hire Insurance

10-Jun-25	Pro-Servicing Ltd	£84.00	Moveable Wall Handle
10-Jun-25	Select Environmental Services Ltd	£930.53	Refuse Collection
10-Jun-25	AGA Print Ltd t/a Solopress	£94.48	Signage Boards
10-Jun-25	Thames Valley Water Services Ltd	£318.00	Water Saftey Checks Jun25
04-Jun-25	Castle Water Ltd-DD	£17.56	Water 1May25-31May25 Allotments
06-Jun-25	Ecotricity	£1,142.65	Elec 1May25-1Jun25 Oakwood Centre
06-Jun-25	Ecotricity	£62.35	Elec 1May25-1Jun25 Chapel Hall
06-Jun-25	Ecotricity	£1,464.22	Elec 29Apr25-1Apr25 Woodford Park
06-Jun-25	Ecotricity	£134.61	Elec 29Apr25-1Jun25 Coronation Hall
06-Jun-25	Ecotricity	£263.07	Elec 28Apr25-28May25 Stores
01-Jun-25	Club Manager Ltd	£106.80	Jun25 Club Manager
07-Jun-25	Peninsula Business Services Lt	£810.55	HR Services Jun25
19-Jun-25	Crown Gas & Power	£244.78	Gas 1May25-31May25 Chapel Hall
19-Jun-25	Crown Gas & Power	£430.52	Gas 1May25-31May25 Woodford Park
19-Jun-25	Crown Gas & Power	£128.98	Gas 1May25-31May25 Coronation Hall
25-Jun-25	Crown Gas & Power	£324.61	Gas 1May25-30May25 Oakwood Centre
11-Jun-25	Epos Now Ltd D/D	£30.00	EPOS Licence
27-Jun-25	Les Mills Fitness UK Ltd	£231.30	Live Program Jun25
03-Jun-25	Lloyds Bank	£55.32	Bank Charges Apr25
11-Jun-25	Lloyds Bank D/D	£313.49	Lloyds Card Processing May25
15-Jun-25	Merchant Rentals Ltd	£19.50	Cardnet service Jun25
15-Jun-25	Merchant Rentals Ltd	£19.50	Cardnet service Jun25
26-Jun-25	Public Works Loan Board	£10,640.58	Scheduled Loan repayment 3G Pitch
23-Jun-25	SGW Payroll Ltd	£157.82	Payroll Service fees Jun25
30-Jun-25	Siemens Financial Services	£1,236.62	Gym equipment rental Jun25
15-Jun-25	Wokingham BC - Rates	£238.00	Rates Jun25 Chapel Hall
15-Jun-25	Wokingham BC - Rates	£526.00	Rates Jun25 Coronation Hall
15-Jun-25	Wokingham BC - Rates	£1,808.00	Rates Jun25 Oakwood Centre
15-Jun-25	Wokingham BC - Rates	£2,858.00	Rates Jun25 Woodford Park

Total Payments

£145,888.62

CLERKS IMPREST A/C

List of Payments made between 01/06/2025 and 30/06/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
16-Jun-25	(Personal Information)	£3.00	Badminton refund
25-Jun-25	(Personal Information)	£200.00	Deposit Refund
16-Jun-25	(Personal Information)	£75.00	Deposit Refund
25-Jun-25	(Personal Information)	£75.00	Deposit Refund
16-Jun-25	(Personal Information)	£75.00	Deposit Refund
25-Jun-25	(Personal Information)	£15.00	Deposit Refund
16-Jun-25	(Personal Information)	£75.00	Deposit Refund
16-Jun-25	(Personal Information)	£15.00	Deposit Refund
16-Jun-25	(Personal Information)	£75.00	Deposit Refund
03-Jun-25	(Personal Information)	£330.00	Market Management Fees
25-Jun-25	(Personal Information)	£75.00	Deposit Refund
02-Jun-25	Amazon Business Account	£7.99	Card holders
02-Jun-25	Amazon Business Account	£14.92	Lanyards
04-Jun-25	Amazon Business Account	£89.99	Fence Posts
04-Jun-25	Amazon Business Account	£15.20	Plastic Bottles
04-Jun-25	Amazon Business Account	£59.99	Telescopic Pole
05-Jun-25	Amazon Business Account	£65.98	Grub Killer
05-Jun-25	Amazon Business Account	£17.98	Party Banners
11-Jun-25	Amazon Business Account	£161.90	Garden Stakes
12-Jun-25	Amazon Business Account	£23.10	Garden Paint
12-Jun-25	Amazon Business Account	£46.44	Plant Shield Spray
18-Jun-25	Amazon Business Account	£25.96	Henry Hoover quick pods
26-Jun-25	Amazon Business Account	£9.99	Ant Bait Station
17-Jun-25	Bowak Ltd	£137.93	Premises Supplies
23-Jun-25	Castle Water Ltd	£420.84	Water 1May25-31May25 Oakwood Centre
05-Jun-25	Gardening Express	£605.66	Plants

13-Jun-25	Lloyds Bank D/D	£13.56	Bank Fees
12-Jun-25	MHCLG	£526.00	Planning Fees
25-Jun-25	Payroll	£60,174.32	Payroll net pay June25
03-Jun-25	Playsafety Ltd	£700.80	Equipment safety Testing
05-Jun-25	Skyguard Limited	£47.94	People Safe Subs Jun25
10-Jun-25	TerraQuest Solutions Ltd	£114.00	Pergola Planning Fee
24-Jun-25	Woodley Allotment Tenants Asso	£162.00	Allotment Disposal Costs

Total Payments

£64,455.49

Woodley Town Council**Current Account****List of Payments made between 01/07/2025 and 31/07/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
07-Jul-25	(Personal Information)	£440.00	Market Management
22-Jul-25	Adcock Refridgeration & Air Conditioning	£1,020.00	Ventilation Checks
14-Jul-25	AGA Print Ltd t/a Solopress	£60.52	Signage Boards
25-Jul-25	Agrovista UK Ltd	£1,990.80	Horticultutal Supplies
25-Jul-25	Anglia Sign Casting Limited	£104.30	Memorial Plaque
22-Jul-25	Berkshire Pension	£23,922.11	Local Government Pension Contributions Jul2!
14-Jul-25	Bowak Ltd	£878.82	Premises Supplies
07-Jul-25	Brake Bros Foodservice Ltd	£846.76	Vending Supplies
14-Jul-25	Brake Bros Foodservice Ltd	£2,633.19	Vending Supplies
18-Jul-25	Brake Bros Foodservice Ltd	£602.26	Vending Supplies
22-Jul-25	Brake Bros Foodservice Ltd	£1,241.09	Vending Supplies
25-Jul-25	Brake Bros Foodservice Ltd	£328.80	Vending Supplies
14-Jul-25	Broxap Ltd	£1,882.80	Benches
25-Jul-25	Business Stream	£93.64	Water Supply
14-Jul-25	Cardnet	£259.40	Cardnet Service Charge Jul25
07-Jul-25	Castle Water Ltd	£499.70	Water Supply 22May25-1Jun25
14-Jul-25	Castle Water Ltd	£401.20	Water Supply 1Jun25-30Jun25
28-Jul-25	Castle Water Ltd-DD	£16.99	Water Supply 1Jun25-30Jun25
14-Jul-25	Churchill Contract Services Ltd	£2,139.11	Contract Cleaning
18-Jul-25	Cloudy IT	£8,334.37	IT equipment
22-Jul-25	Cloudy IT	£1,207.88	Monthly IT Contract Jul 25
25-Jul-25	Cloudy IT	£159.54	IT equipment
04-Jul-25	Club Manager	£106.80	Club Manager
14-Jul-25	CoolerAid Ltd	£49.64	Office Water
28-Jul-25	Crown Gas & Power	£819.66	Gas Supply 1Jun25-30Jun25
25-Jul-25	DCK Accounting Solutions	£613.80	Partial VAT Calculation
22-Jul-25	Ecotricity	£2,768.28	Electricity May25
14-Jul-25	EDF Energy 1 Ltd	£109.89	Electricity Supply - Town Clock
14-Jul-25	Eventu	£50.00	Projector Hire
14-Jul-25	Fraser's Office Supplies Ltd	£342.00	Office Chair
22-Jul-25	Fresh Berkshire Ltd T/A Crumbs	£555.40	Meeting & Room Hire catering supplies
09-Jul-25	Global 4 Communications	£1,217.52	Telephone & Broadband
10-Jul-25	GoCardless	£30.00	Card Fee
14-Jul-25	Henry Street Garden Centre	£184.68	Grounds Supplies
18-Jul-25	Hicks Holdings	£325.04	Vehcile Parts
22-Jul-25	HMRC	£20,345.41	PAYE Jul25
07-Jul-25	Hotline	£344.94	Stationery
22-Jul-25	HSS Hire Service Group Ltd	£153.12	Premises Equipment Hire
07-Jul-25	Killpest Pest Control Services	£60.00	Pest Control
18-Jul-25	Killpest Pest Control Services	£375.00	Pest Control
28-Jul-25	Les Mills Fitness UK Ltd	£231.30	Live Program Jul25
14-Jul-25	Lister Wilder Ltd	£2,314.80	Transport Box & Weights
01-Jul-25	Lloyds Bank	£54.98	Service charges Jun25
29-Jul-25	Lloyds Bank D/D	£51.87	Service charges Jul25
18-Jul-25	Lyreco UK Ltd	£90.40	Stationery
15-Jul-25	Merchant Rentals	£19.50	Card machine rental OC
15-Jul-25	Merchant Rentals	£19.50	Card machine rental WP
07-Jul-25	Peninsula	£810.55	HR support Jul25
23-Jul-25	Pitney Bowes Ltd	£200.00	Franking Top up
22-Jul-25	Prudential	£500.00	Pension Additional Voluntary Contributions Ju
14-Jul-25	Reading Community Energy Society Ltd	£1,791.14	Electricity Supply
18-Jul-25	RES Systems Ltd	£960.00	Alarm Servicing & testing
14-Jul-25	Royal Mail Group Ltd	£119.88	Response Plus Licence
04-Jul-25	Secure Heat	£250.20	Monthly Servicing
22-Jul-25	SecureHeat	£210.96	Heating Valve
07-Jul-25	Select Environmental Services Ltd	£182.73	Refuse Collection
22-Jul-25	Select Environmental Services Ltd	£936.14	Refuse Collection
25-Jul-25	Select Environmental Services Ltd	£1,178.33	Refuse Collection
08-Jul-25	SGW Payroll	£157.82	Payroll Jun25
29-Jul-25	Siemens Financial Services	£1,236.62	Gym Equip Jul25
18-Jul-25	SLCC Enterprises Ltd	£668.00	Membership Fees
22-Jul-25	SLCC Enterprises Ltd	£252.00	Membership & Training

14-Jul-25	SSE Energy Supply Ltd	£292.66	Electricity Supply
14-Jul-25	Technical Surfaces Ltd	£399.00	3g Pitch Service
14-Jul-25	Thames Valley Water Services Ltd	£318.00	Water Safety Checks
14-Jul-25	Trade UK	£481.14	Premises Supplies
14-Jul-25	Travis Perkins Trading Company	£142.92	Grounds Supplies
18-Jul-25	Tudor Environmental	£216.00	Grounds Supplies
01-Jul-25	Wokingham BC	£2,858.00	Rates Jun25 Woodford Park
01-Jul-25	Wokingham BC	£526.00	Rates Jun25 Coronation Hall
01-Jul-25	Wokingham BC	£238.00	Rates Jun25 Chapel Hall
01-Jul-25	Wokingnam BC	£1,808.00	Rates Jun25 Oakwood Centre

Total Payments

£97,030.90

CLERKS IMPREST A/C

List of Payments made between 01/07/2025 and 31/07/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
14-Jul-25	(Personal Information)	£180.00	Deposit Refund
17-Jul-25	(Personal Information)	£200.00	Deposit Refund
31-Jul-25	(Personal Information)	£15.00	Deposit Refund
31-Jul-25	(Personal Information)	£5.00	Deposit Refund
17-Jul-25	(Personal Information)	£100.00	Deposit Refund
14-Jul-25	(Personal Information)	£200.00	Deposit Refund
14-Jul-25	(Personal Information)	£156.08	Deposit Refund
17-Jul-25	(Personal Information)	£200.00	Deposit Refund
14-Jul-25	(Personal Information)	£145.13	Deposit Refund
17-Jul-25	(Personal Information)	£200.00	Deposit Refund
17-Jul-25	(Personal Information)	£200.00	Deposit Refund
17-Jul-25	(Personal Information)	£200.00	Deposit Refund
17-Jul-25	(Personal Information)	£200.00	Deposit Refund
14-Jul-25	(Personal Information)	£200.00	Deposit Refund
29-Jul-25	(Personal Information)	£200.00	Deposit Refund
03-Jul-25	(Personal Information)	£200.00	Deposit Refund
03-Jul-25	(Personal Information)	£200.00	Deposit Refund
03-Jul-25	(Personal Information)	£100.00	Deposit Refund
03-Jul-25	(Personal Information)	£15.00	Deposit Refund
03-Jul-25	(Personal Information)	£75.00	Deposit Refund
29-Jul-25	Amazon Business Account	£684.14	Wall planner
29-Jul-25	Amazon Business Account	£25.96	First aid supplies
14-Jul-25	April Skies Accounting Ltd	£424.30	Final Audit 2024.25
29-Jul-25	Blinds Direct	£494.34	Blinds for Oakwood Offices
07-Jul-25	Buyaplan	£112.78	Planning Application
30-Jul-25	Castle Water Ltd	£837.64	Water Supply 22Jun25-21Jul25
17-Jul-25	Fuel/Petrol Petty cash	£119.98	Petty Cash Top up
14-Jul-25	Killpest Pest Control Services	£375.00	Allotments & Woodford Park Jul25
11-Jul-25	Lloyds Bank D/D	£15.46	Bank fees
11-Jul-25	Maiden Erlegh Launderette & Dr	£85.00	Table Cloth laundry
29-Jul-25	Office Specialties T/A Os Keys	£9.42	Furniture Keys
23-Jul-25	Payroll	£60,850.52	July25 Net pay
17-Jul-25	Petty Cash top up	£120.02	Petty Cash Top up
14-Jul-25	Royal Mail Group Ltd	£949.49	Royal Mail Door to Door postage service
07-Jul-25	Skyguard Limited	£47.94	Smart app monthly Jul25
11-Jul-25	VideoCentric Ltd	£367.20	YeaLink Maint renew May25
29-Jul-25	Yehlex UK	£797.50	Sports Equipment

Total Payments

£69,107.90

Woodley Town Council**Current Account****List of Payments made between 01/08/2025 and 31/08/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
26-Aug-25	(Personal Information)	£330.00	Market Manager
26-Aug-25	Adcock Refridgeration & Air Conditioning	£492.00	Maintenance contract
26-Aug-25	Anglia Sign Casting Limited	£198.62	Memorial Plaques
26-Aug-25	Berkshire Pension	£26,729.97	Local Government Pension Contributions Aug25
20-Aug-25	BNP Paribas Leasing Solutions	£367.20	Photocopier lease
26-Aug-25	Bowak Ltd	£736.86	Premises Supplies
26-Aug-25	Brake Bros Foodservice Ltd	£470.27	Vending Supplies
26-Aug-25	Castle Water Ltd	£1,946.75	Water Apr25-Jul25
20-Aug-25	Castle Water Ltd-DD	£17.56	Water 1Jul25-31Jul25
26-Aug-25	Chiltern Training Ltd	£237.00	Apprentice Contribution
26-Aug-25	Churchill Contract Services Ltd	£2,139.11	Contract Cleaning
01-Aug-25	Club Manager Ltd	£106.80	Monthly subscription
26-Aug-25	CoolerAid Ltd	£99.29	Office Drinking Water
18-Aug-25	Crown Gas & Power	£837.51	Gas 30Jun25-31Jul25
20-Aug-25	Ecotricity	£4,892.25	Elec 1Jul25-1Aug25
26-Aug-25	EDF Energy 1 Ltd	£182.89	Electricity July25
12-Aug-25	Epos Now Ltd D/D	£30.00	Support Licence
26-Aug-25	Frasers Office Supplies Ltd	£684.00	Office Chairs
11-Aug-25	Global 4 Communications	£1,399.01	Telephone & Broadband
26-Aug-25	HMRC	£24,882.04	PAYE Aug25
26-Aug-25	HSS Hire Service Group Ltd	£1,597.72	Machinery Hire
29-Aug-25	ICO	£47.00	Information Commissioners Office Annual Fee
26-Aug-25	Impress Print Services Ltd	£733.00	Freepost Service
27-Aug-25	Les Mills Fitness UK Ltd	£231.30	Live Program
14-Aug-25	Lloyds Bank D/D	£257.66	Cardnet fees Jul25
26-Aug-25	Lyreco UK Ltd	£135.36	Shredding & Stationery
18-Aug-25	Merchant Rentals Ltd	£45.60	Card machine rental OC & WPLC
07-Aug-25	Peninsula Business Services Lt	£810.55	HR Service Aug25
26-Aug-25	Peninsula Business Services Lt	£1,668.00	HR Additional Services
26-Aug-25	PPL PRS Ltd	£571.53	Music Licences
26-Aug-25	Prudential	£500.00	Pension Additional Voluntary Contributions Aug25
26-Aug-25	Public-i Group Ltd	£752.84	AV equipment
26-Aug-25	RES Systems Ltd	£1,439.44	Alarm & lights install and test
06-Aug-25	SecureHeat	£250.20	Monthly Servicing
26-Aug-25	Select Environmental Services Ltd	£1,064.67	Recycling & Waste
05-Aug-25	SGW Payroll Ltd	£161.90	Payroll Service Jul25
28-Aug-25	Siemens Financial Services	£1,236.62	Gym equip lease Oct25
26-Aug-25	Trade UK	£679.48	Premises Supplies
26-Aug-25	Tudor Environmental	£196.15	Horticultural Supplies
27-Aug-25	Wokingham BC	£2,858.00	Rates Aug25 Woodford Park
27-Aug-25	Wokingham BC	£526.00	Rates Aug25 Coronation Hall
27-Aug-25	Wokingham BC	£238.00	Rates Aug25 Chapel Hall
27-Aug-25	Wokingham BC	£1,808.00	Rates Aug25 Oakwood Centre
Total Payments		£84,588.15	

CLERKS IMPREST A/C**List of Payments made between 01/08/2025 and 31/08/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
20-Aug-25	(Personal Information)	£200.00	Deposit Refund
20-Aug-25	(Personal Information)	£30.00	Deposit Refund H28 / F28
20-Aug-25	(Personal Information)	£15.00	Deposit Refund L20
20-Aug-25	(Personal Information)	£15.00	Deposit Refund M04
29-Aug-25	(Personal Information)	£200.00	Deposit refund 30496 & 30529
29-Aug-25	(Personal Information)	£75.00	Deposit refund 30516
29-Aug-25	(Personal Information)	£15.00	Deposit refund J24
29-Aug-25	(Personal Information)	£200.00	Deposit refund 30162
19-Aug-25	AGA Print Ltd t/a Solopress	£24.70	Sigange Boards
19-Aug-25	Alan Hadley Ltd	£516.00	Skip Hire
04-Aug-25	Amazon Business Account	-£5.74	Credit refund of invoice
04-Aug-25	Amazon Business Account	£7.90	Ant killer
05-Aug-25	Amazon Business Account	£10.40	Extension lead
07-Aug-25	Amazon Business Account	£46.31	Lawn feed
14-Aug-25	Amazon Business Account	£556.78	garden stakes
19-Aug-25	Amazon Business Account	£48.95	Premises supplies
20-Aug-25	Amazon Business Account	£15.92	Animal feeders
19-Aug-25	Beyond First Aid	£240.00	Party in the park medic cover
19-Aug-25	Circus Scene	£1,325.00	Party in the park Kidzone
19-Aug-25	IBS Office Solutions Ltd	£372.89	Photocopy charges
08-Aug-25	Lloyds Bank D/D	£11.86	Bank fees 10Jun25-9Jul25

19-Aug-25	Nick Haswell - Leader (Band)	£1,050.00	Party in the park Music
27-Aug-25	Payroll	£68,273.21	Aug25 payroll net pay
04-Aug-25	Portal Plan Quest Ltd	£232.00	Planning application Pergola
01-Aug-25	Royal Mail Group Ltd	£949.58	Door to Door Post service
05-Aug-25	Skyguard Limited	£47.94	Monthly subs jul25
19-Aug-25	Turfleet Hire	£1,992.00	Grounds machinery
19-Aug-25	Ultima Furniture Systems Ltd	£986.06	Kitchen Furniture
05-Aug-25	Wokingham Borough Council	£117.00	Planning Application
Total Payments		£77,568.76	

APPENDIX 5c

THE PUBLIC SECTOR DEPOSIT FUND

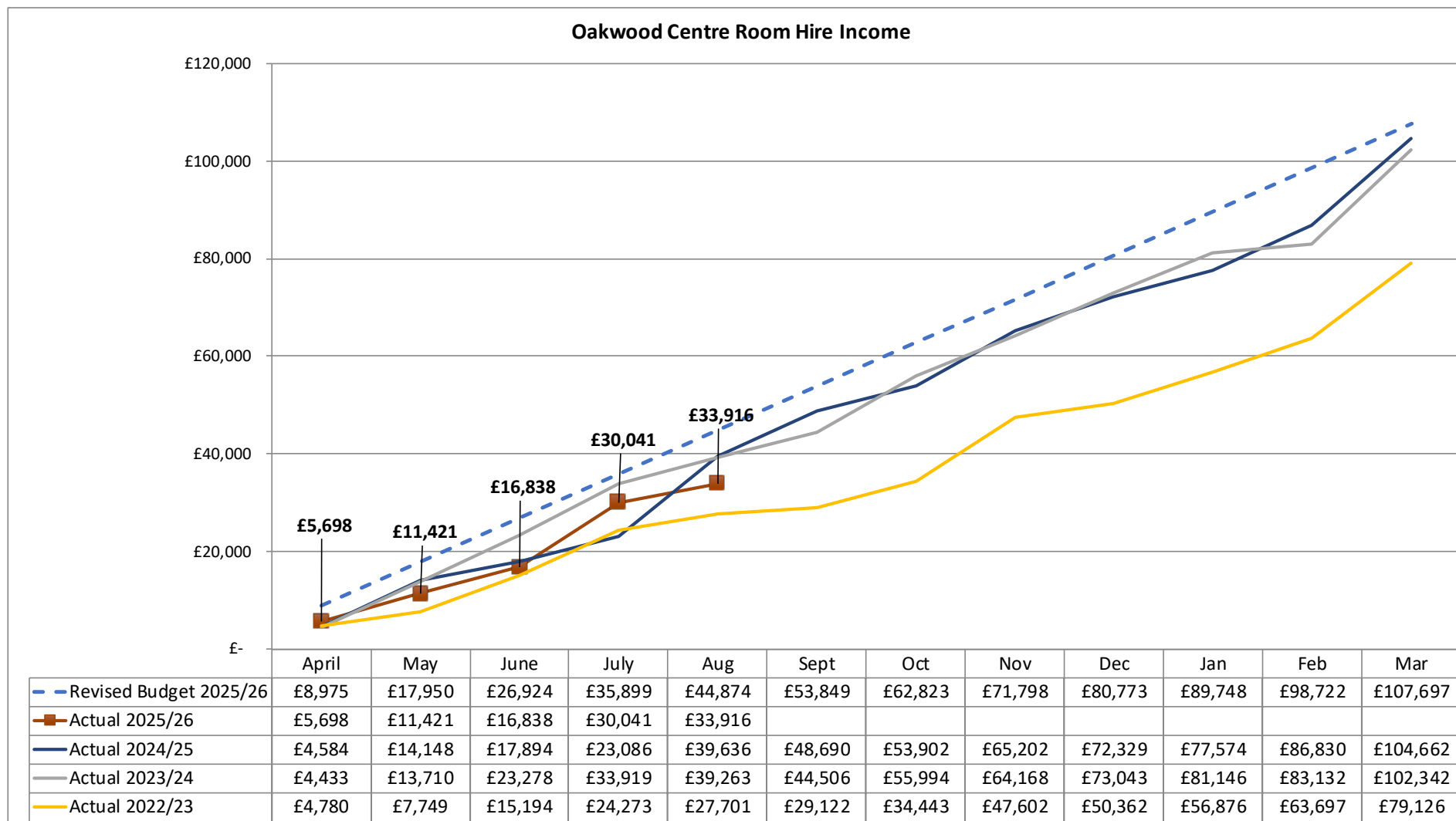
2025-2026

INTEREST BROUGHT FORWARD	£389,782.84
INTEREST CURRENT YEAR	£45,022.48
TOTAL INVEST INCOME	£434,805.32 Re-invested

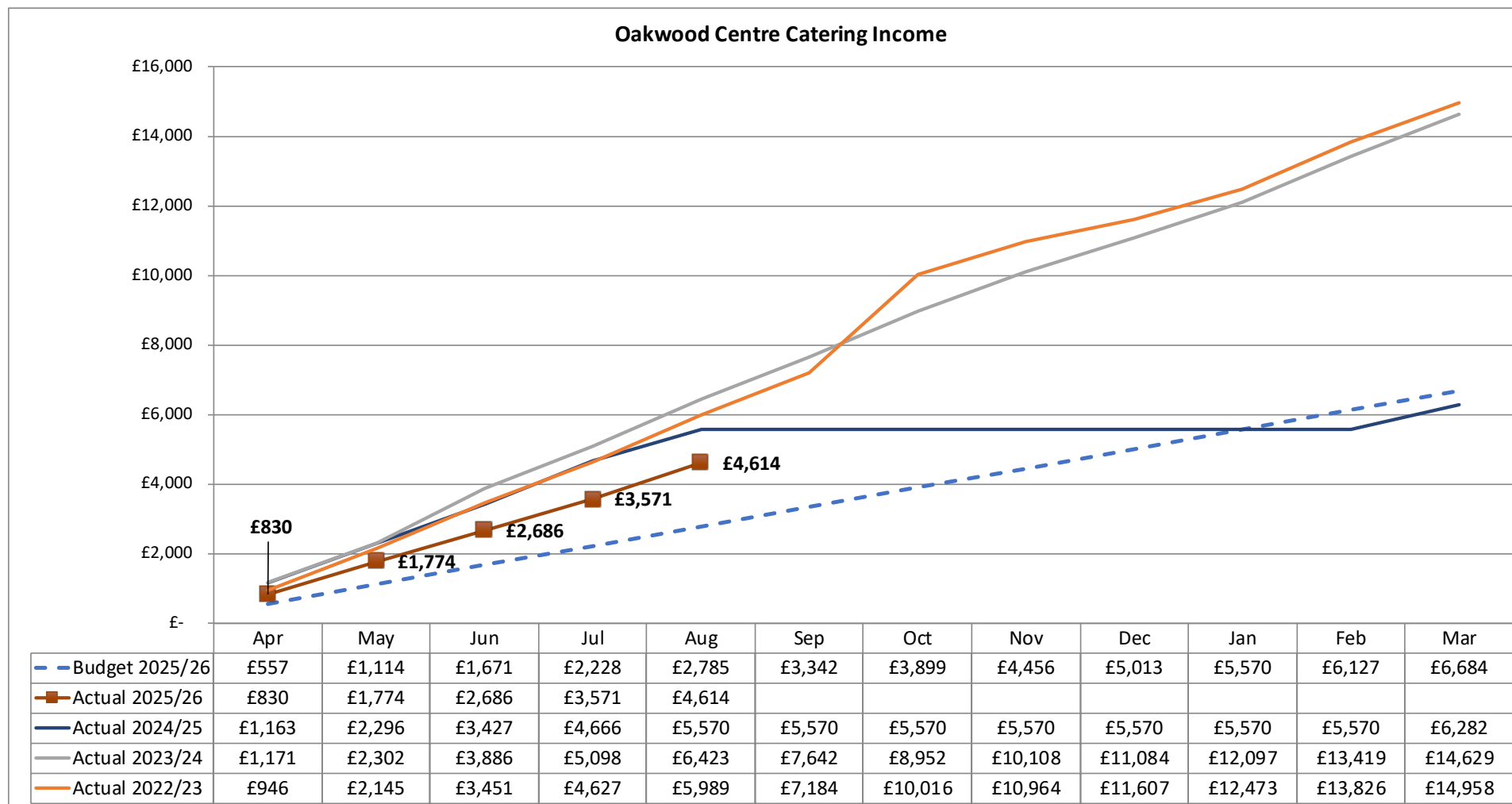
Woodley TC - PWLB	A/C 0144630002PC		CB6	1096/702	
Date	A/C PS3078896	Dividend	Investment	Balance	Return
Balance Brought Forward				1,354,473.21	
Wednesday, 30 April 2025	1 Apr to 30 Apr 25	£4,966.98		1,359,440.19	0.37%
Saturday, 31 May 2025	1 May to 31 May 25	£5,000.53		1,364,440.72	0.37%
Monday, 30 June 2025	1 June to 30 June 25	£4,794.22		1,369,234.94	0.35%
Thursday, 31 July 2025	1 July to 31 July 25	£4,915.65		1,374,150.59	0.36%
Sunday, 31 August 2025	1 Aug to 31 Aug 25	£4,785.88		1,378,936.47	
Tuesday, 30 September 2025	1 Sept to 30 Sept 25			1,378,936.47	
Friday, 31 October 2025	1 Oct to 31 Oct 25			1,378,936.47	
Sunday, 30 November 2025	1 Nov to 30 Nov 25			1,378,936.47	
Wednesday, 31 December 2025	1 Dec to 31 Dec 25			1,378,936.47	
Saturday, 31 January 2026	1 Jan to 31 Jan 26			1,378,936.47	
Saturday, 28 February 2026	1 Feb to 28 Feb 26			1,378,936.47	
Tuesday, 31 March 2026	1 Mar to 31 Mar 26			1,378,936.47	
Total		24,463.26	0.00	24,463.26	
Total re-investment to date		£273,936.47			
Current holding Investment		£1,105,000.00			
Percentage increase on original investment		24.79%			
Payment of Loan	Tuesday, 31 March 2026	1,225,000			

Woodley TC - INVEST	A/C 0144630001PC		CB7	1097/702	
Date	A/C PS3078895	Dividend	Investment	Balance	
Balance Brought Forward				1,138,309.63	
Wednesday, 30 April 2025	1 Apr to 30 Apr 25	£4,174.40		1,142,484.03	
Saturday, 31 May 2025	1 May to 31 May 25	£4,202.48		1,146,686.51	
Monday, 30 June 2025	1 June to 30 June 25	£4,029.10		1,150,715.61	
Thursday, 31 July 2025	1 July to 31 July 25	£4,131.15		1,154,846.76	
Sunday, 31 August 2025	1 Aug to 31 Aug 25	£4,022.09		1,158,868.85	
Tuesday, 30 September 2025	1 Sept to 30 Sept 25			1,158,868.85	
Friday, 31 October 2025	1 Oct to 31 Oct 25			1,158,868.85	
Sunday, 30 November 2025	1 Nov to 30 Nov 25			1,158,868.85	
Wednesday, 31 December 2025	1 Dec to 31 Dec 25			1,158,868.85	
Saturday, 31 January 2026	1 Jan to 31 Jan 26			1,158,868.85	
Saturday, 28 February 2026	1 Feb to 28 Feb 26			1,158,868.85	
Tuesday, 31 March 2026	1 Mar to 31 Mar 26			1,158,868.85	
Total		20,559.22	0.00	20,559.22	
Total re-investment to date		£160,868.85			
Current holding Investment		£998,000.00			
Percentage increase on original investment		16.12%			

APPENDIX 6a



APPENDIX 6b



Woodley Town Council

Report of a meeting of the PR & Marketing Sub Committee held on Monday 14 July 2025 at 2pm

Present: *Councillors: J Anderson (Chair); A Swaddle; J Taylor*

Officers present: *M. Filmore – Deputy Town Clerk;
A. Ransley – Communications & Events Manager*

A number of IT issues meant the start of the meeting was delayed by 20 minutes.

1. APPOINTMENT OF CHAIRMAN

Councillor Swaddle proposed, seconded by Councillor Taylor, and following a vote it was;

RESOLVED:

- ♦ To appoint Councillor Anderson as Chairman of the Sub Committee for the 2025/26 municipal year.

2. APOLOGIES

Apologies for absence were received from Councillor Errawalla.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. TERMS OF REFERENCE

It was noted the Communications & Events Manager needed to leave the meeting by 3pm, so Members determined to adjust the order of the agenda in order to discuss those items needing her input first.

Members noted the terms of reference.

It was noted the terms of reference refer to the Council's marketing & public relations strategies but that formal strategies do not currently exist. It was suggested that either strategies need to be formulated, or the document needed to be updated to remove this reference. It was also noted that the strategies are referred to in the risk register and these may need to be adjusted also.

5. PR & MARKETING ACTIVITIES

The Communications & Events Manager set out the PR and marketing activities which she believed should be focussed on, alongside the normal day-to-day marketing activities, over the next 12 months.

Members considered these and supported the focusses as set out.

In relation to creating an 'internal online archive' of news items, it was noted the intention was to track news and publicity articles relating to the town council which are published by external sources, such as the local press, with the reference to 'internal' meaning the archive is held internally. It was suggested this should not just track traditional press articles, but also social media and online articles where these are identified, although it was acknowledged it was difficult to trawl through online media to find these.

It was also suggested the archive should be collated and maintained for a number of months but then assessed to see whether the time and effort maintaining this was worth the benefit.

In relation to holding a coffee morning to meet with local journalists, it was noted that journalists were now mainly freelancers and didn't work for a specific outlet. The Communications and Events Manager advised the purpose of this was to try and build relationships, and it was noted this was a good idea.

A suggestion was made that, when seeking to run scheduled drop-in sessions for members of the public, it would be a good idea to hold these in the town centre, not just the Oakwood Centre, and that they should also be held on weekends / evenings to increase potential attendance. It was noted the intention was also to hold digital drop ins to increase participation opportunities.

Members discussed the plans to build relationships with community groups and organisations, including schools. The Communication and Events Manager identified the possibility of creating a Mini-Mayor position and involving secondary schools in a Climate Action Week debate to increase engagement with young people. A comment was made that some local community organisations seek external speakers to present to their members, and that the Town Council might use this as an opportunity to engage with the public.

Members commented that it was a surprise the Council does not have more in place already to engage with organisations and build relationships, and recommended that this be a focus of any communications strategy moving forward.

It was suggested the Council should hold a stall at the Christmas Extravaganza, similar to that held at Woodley Carnival, and use this as an opportunity to engage with the public.

The Communications and Events Manager set out the marketing calendar for the upcoming year, and highlighted that she was now trying to group publicity into themes for each month. It was suggested the new archive could be triangulated with information planned to be publicised in the future, with the themes also understood in the archive.

Members agreed that more analysis of the Council's use of media formats, for example social media, was needed to ensure effectiveness. It was suggested Instagram might be considered, and the Council could encourage members of the public to send in their pictures; for example, a Woodley weather watch.

Following a query, it was noted that a second digital display had been installed in Oakwood Centre reception area, adjacent to the theatre doors, with the original display also upgraded. The Deputy Town Clerk advised that the original display was now used solely to publicise centre information, whilst the new display was being used solely for marketing activities. It was noted this would support the development of activities in the theatre following the planned redevelopment.

A suggestion was made that the Council should publicise the events taking place in the theatre. The Deputy Town Clerk advised that, historically, the number of events had been limited, with a list of events unnecessary. It was also highlighted that resource was also focussed on marketing Council information and activity, and there was limited additional capacity to promote other organisations bookings. However, it was noted that the new business plan for the theatre would change this focus, and future marketing of the theatre would need to be considered in the context of this.

6. COUNCIL EVENTS

The Communications and Events Manager set out the indicative Council event schedule, as set out in the agenda. She commented that previous community picnics had been well received, and were a nice, free event for the community.

It was noted the Council also mark Love Parks Week every year, linked to Woodford Park's green flag. A suggestion was made that this could be used as an opportunity to publicise new equipment at Wheble Park, when procured. It was also requested that the Council seek to promote its other parks and green spaces more.

Members were supportive of the list of events. They noted a gap in spring and so requested some thought might be given to planning something for then.

7. WOODLEY HERALD

Members considered the current format of the Herald and commented that it looked much better and more professional than previous. A suggestion was made that the digital version could include hyperlinks, directing people to relevant information and making it more interactive.

Members noted there was an opportunity to increase the size and change the format of the Herald into an A5 booklet, but that this would be more appropriate to consider when the Council's business plan, in relation to the redevelopment of the theatre, is finalised. It was noted the new format could be used to promote the events and services on offer from the Council, which might make it more engaging for the public.

The Communications and Events Manager left the meeting.

8. ADDITIONAL DISCUSSION

Members returned to the matter of the Terms of Reference. Following discussion, it was determined that the committee wished to meet twice a year. It was also agreed that, within the terms of operation, reference should be made to annually agreeing to the focus of communications and marketing activities for the coming year.

RECOMMENDED:

- ◆ That the Strategy & Resources Committee approve the updated terms of reference for the PR & Marketing Sub Committee, as set out at **Appendix A**.

It was commented that, whilst future plans looked good, it was felt there wasn't a strategic handle on communications and marketing activities at this time. It was noted that, to date, the Communications and Events Manager had been tied up in operational activities, but that the adjustments to her role which took place earlier in the year, alongside the recruitment of a Business Support Officer, due to start on 21 July, should free up capacity for her to focus more on the strategic elements.

Members concurred that the Council needed to develop a specific Communications and Marketing Strategy, supported by other policies, as required, including the Community Engagement Policy and Communication Guidelines.

With regards to the draft Community Engagement Policy, presented as part of the agenda, Members requested this be beefed up to include more narrative, and to provide more detail on how any potential strategy is delivered, along with how the effectiveness of the policy will be monitored and evaluated.

Members requested the next meeting of the committee be scheduled for prior to Christmas, with a draft strategy and updated policies provided for consideration.

PR AND MARKETING SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Group' to 'Sub Committee'
1.2	22.11.22	Yes	Increase from 4 to 5 Members
1.3	28.02.23	Yes	Increase from 5 to 6 Members
1.4	16.05.23	Yes	Reduced from 6 to 4 Members
1.5	18.06.25	Yes	Job role name updated
1.6	15.07.25	Yes	DRAFT – Adjusted meeting frequency, and new 5.3 b)

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Strategy and Resources Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
- 4. SIZE =>** 4 Councillors
- 5. DUTIES AND POWERS**

5.1.OVERALL PURPOSE

- a. The working group's role is of a generally advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.

5.2.MEETINGS

- a. Meetings of the working group shall take place at least ~~quarterly~~ **twice a year**.
- b. The Communications & Events Manager, The Town Clerk and / or Deputy Town Clerk will attend meetings of this sub-committee.
- c. To receive and consider proposals relating to the Council's PR and marketing strategies and programs.

5.3.TERMS OF OPERATION

- a. To receive advice from the Communications & Events Manager on the Council's marketing and PR activities and future proposals.
- b. **To consider, annually, the focus of the Council's communications and marketing activities, including planned events.**
- c. To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.
- d. To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.
- e. To support and be involved with arrangements for community activities e.g. Woodley

Carnival, WW1 commemoration, Centre Stage events.

- f. To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

Meeting of The Woodley Town Centre Partnership Management Committee

Held at the Oakwood Centre, Headley Road, Woodley, RG5 4JZ

On Wednesday 16th July 2025 at 6:15 pm.

Present:

Cllr M Holmes Chairman & WTC Representative, B Fennelly Town Centre Manager, Cllr M Ashwell, Woodley Business, Trademark Windows, Cllr K Gilder, Cllr G Bello, J Wright Woodley Resident, T Bowker Car Boot Supervisor, M Risby Woodley Resident, Z Frasinski Woodley Representative, I Hills Woodley Representative, Cllr M Nagra, WBC Representative, E Hobart TVP, D Leightley TVP, H Lacey TVP, G Cranford WBC Representative,

The Chairman opened the meeting and asked for a minute's silence in memory of former Woodley Town Mayor and Chair of Woodley TCMI, Coling Lawley

ITEM 1 – APOLOGIES

Cllr C Jewell, Cllr K Baker

ITEM 2 – A PROPOSAL TO AMEND THE TERMS OF REFERENCE REGARDING BOTH THE WBC AND WTC REPRESENTATIVES WITH VOTING RIGHTS ON THE WOODLEY TOWN CENTRE PARTNERSHIP.

The committee discussed a request from WTC that the number of WTC representatives with voting rights on the WTCP committee be increased from 2 to 3 and that there would no longer be an appointed substitute. It was also proposed that the number of WBC representatives with voting rights be increased from 2 to 3 with no named substitute.

The proposal was unanimously agreed and will now go to the next WTC's S and R committee and the Full Council to be ratified.

ITEM 3 – THE CURRENT REPRESENTATIVES ON THE WTCP FOR 2025/2026.

The committee noted and approved the current nominations from WBC and WTC to the WTCP Committee for 2025/26.

They are Cllr C Jewell, Cllr M Nagra from WBC and Cllr Y Salman as the substitute and Cllr M Holmes and Cllr K Baker from WTC and Cllr P Singh as the substitute.

ITEM 4 – TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 16th APRIL 2025

The minutes were approved

ITEM 5 - MATTERS ARISING FROM THE MINUTES

MH asked if TVP had visited shops to re-engage businesses with the DISC system. TVP replied that they had discussed the matter with some shops and that they are constantly encouraging shops and businesses to use the system.

ITEM 6 - WBC REPORT

Cllr Mark Ashwell, the WBC lead for Economic Development briefed the committee on the plans for WBC to appoint a Towns Officer. They plan to develop a strategic plan for all towns in the Borough, but KG emphasised that Woodley needs to be a key focus of this plan. Several projects have been suggested, for example, painting lamp posts, enhancing the play area, refreshing the clocktower and adding a water feature in the town centre.

Whilst the committee welcomed these tactical interventions, we really hope to be actively involved in developing a serious strategic long-term plan soon.

ITEM 7 - TOWN CENTRE MANAGER'S REPORT

BF presented his report and highlighted several issues: -

The events plan for 2025/2026 had begun with a very successful Easter Event that was well attended and generated good publicity especially on social media. Plans are in place for the Halloween Event, The Carol Concert and the Extravaganza.

BF has received three quotes for lighting improvements to the stage and walled garden area. We will be putting a proposal together to present to the S and R committee in September with an ambition to have the new lighting in place for the key seasonal events.

We have had a few technical issues that have arisen around the CCTV installation that have caused delays. In particular, the power needed on the clock tower and trees blocking the sightlines. These issues have now been resolved, and we hope to begin the installation very soon.

BF updated the committee on the current vacant shop's situation. Since our last meeting a new Beauty Salon has opened in the old Timpson's unit, meaning that we now have three empty units in the town centre. Disappointingly, we have not got any positive news on our three long term vacancies, but we still have a vacancy rate that is around one third of the UK national average

BF reported that the application from New World Payphones for a communications kiosk in the town centre has now been rejected.

Members of the committee queried the necessity of the BT phone box in the town centre. We have tried to get it removed in the past, but BT have always refused stating that, compared to other phone boxes locally, it is well used. BF will again ask BT if they'd consider removing this unsightly box and also get updated usage figures from BT before our next meeting.

BF reported that our Saturday Market Manager, Jonathan Palterman had resigned. Jonathan has done a great job for us over a long period and felt it was time for a change. I thanked Jonathan and presented him with a leaving card on behalf of the committee on his last day.

We have since appointed a new Saturday Market Manager, Florin Florean. Florin knows the market well and has made an encouraging start, building good relationships with stallholders and actively seeking new stallholders.

The landlord of the block from HK superstore to Peacocks has recently sold it for around £3.7m. Following discussions about possible physical improvements to the structure of the town centre, MH pointed out that, many years ago, WBC had sold off most of their blocks in the town centre to various independent companies (except the one including Waitrose).

ITEM 8 - FINANCIAL REPORT

BF reported that our income and expenditure is in line with the budget at the end of the first quarter. We will need to amend our budgets in two specific areas namely income from Shopwatch and the French Market. The Shopwatch users have declined significantly, and it is no longer viable. 'France at Home', the company we have worked with for many years, have now ceased trading. We have been in touch with another French Market operator, but it seems unlikely that we will get a replacement operator this year.

IH raised the issue of the electricity cost for the clock tower, BF will pursue this with the Town Clerk to see if we can somehow get the cost reduced.

MH also raised the issue of payments from Sutton Media (the PIP information pillars). There have been concerns with payment from this company, however, to date they have honoured their commitments and paid most of last year's commission, BF will pursue outstanding payments with the owner.

ITEM 9 - POLICE REPORT

Several cases of vandalism were reported to the Police but it was noted that very few incidents were being reported at the time. TVP continues to urge shops and businesses to report all crimes on the DISC system as soon as possible. They will continue to visit shops to encourage sign-ups to the system.

KG expressed serious concerns about dangerous e-bike incidents, with at least one serious accident occurring. TVP assured the committee that this issue was being dealt with as effectively as possible. They do face several challenges, for example, they cannot pursue e-bikes for safety reasons

BF will also be discussing DISC with shops in the town centre.

ITEM 10 - ANY OTHER BUSINESS

MH queried who has funded the new drinking fountain alongside the walled garden opposite the entrance to the Iceland shop. BF confirmed that we owe our thanks to The Rotary Club of Loddon Vale

Meeting finished at 7.45 pm

Dates of next Management Committee meetings for 2025/2026 at 6.15 pm

Wednesday 15th October 2025 / Wednesday 21st January 2026

WOODLEY TOWN CENTRE PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	20.01.22	No	Draft
1.1	24.01.22	Yes	Updated Duties & Powers (section 4), addition of sections 5 and 6.
1.2	15.03.22	Yes	Updated for meeting of Executive Sub Committee on 17/3/22
1.3	09.05.22	Yes	6-month rule reference added
1.4	07.08.25	Yes	Draft – 4. Size - Increased WBC / WTC members from 2 to 3

1. TYPE OF COMMITTEE => PARTNERSHIP

2. PARENT COMMITTEE => STRATEGY AND RESOURCES COMMITTEE

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

a. NO

4. SIZE => 2 ~~3~~ Woodley Town Council Nominees*

2 ~~3~~ Wokingham Borough Councillors*

2 Woodley Traders*

4 co-opted individuals*

1 Wokingham Borough Council Officer

1 Woodley Town Council Officer

Town Centre Manager

Saturday Market Manager

Thames Valley Police

Beechwood School

**indicates voting rights*

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public.

In order to succeed in its mission, the Partnership will be non political and not aligned to any other organisation.

6. STRUCTURE AND ORGANISATION

The management structure of the Partnership consists of 3 main parts:

- Management Committee
- Executive Sub Committee
- Woodley Town Centre Manager

In addition, working parties may be formed as described below in 6.4

6.1 MANAGEMENT COMMITTEE

The Management Committee is the executive body of the Woodley Town Centre Partnership.

This Committee is made up of representatives of those organisations which support the Partnership. Its role is to determine the policy and direction of the Partnership through an annual plan. Additionally, it will provide direction regarding any "ad hoc" requirements that occur from time to time.

The Committee will oversee expenditure of the Partnership's funds, in line with the budget, set annually by the Woodley Town Centre Partnership.

The Partnership's funds will form part of the Council's budget and will be ringfenced for use only on the direction of the Town Centre Manager or the Management Committee of the Woodley Town Centre Partnership.

Woodley Town Council will process all invoices and income relating to the Woodley Town Centre Partnership and reclaim any VAT as a Section 33 body.

Any budget over or underspend at the year end will be adjusted to a zero balanced budget using the Woodley Town Centre Partnership earmarked reserve, also held within the Town Council's funds.

Meetings Schedule

The Management Committee will normally meet 4 times a year (January, March/April, July and October). Meetings will be publicised in the most appropriate way and aimed at encouraging attendance by residents and traders. Agendas, minutes and any associated documentation will be sent out at least one clear week prior to the date of the meeting. A suitable number of spare copies will be available at the meeting for additional attendees.

Extraordinary meetings of the Management Committee will be called, as and when necessary, by the Chairman and the Vice Chairman of the Management Committee.

Attendance

Any individual will be able to attend meetings as long as they are either Woodley residents or local traders, including Market Traders. Invitations to the local police, elected Councillors who represent the area covering the town centre, a representative from the Woodley and Earley Lions and the chair of an associated locally based organisation, such as the Woodley and North Earley Community Forum, may be made if that organisation has a valid and direct bearing on the quality of life in the Town Centre.

They will be entitled to request copies of the agenda and associated documentation by application to the Woodley Town Centre Manager. These attendees are not members of the Management Committee.

Voting Members of the Management Committee

The Management Committee will comprise voting representatives from the following organisations:

- Woodley Traders (2 voting members)
- Woodley Town Council (2 voting members - nominees)
- Wokingham Borough (2 voting members – councillors)
- Up to 4 individuals co-opted by the Management Committee

Non Voting Members of the Management Committee

- Woodley Town Council Officer
- Wokingham Borough Council Officer
- Town Centre Manager
- Saturday Market Manager
- Thames Valley Police
- Beechwood School

Co-opted Members of the Management Committee

Other individuals may be co-opted as voting members on to the Management Committee following a 2/3rd majority vote of the voting members. Any co-options will be subject to the total number of voting representatives not exceeding 10 people. The co-opted members' term of office will be up to a maximum of 12 months and come to an end at the following Annual Meeting in October.

Any other resident of Woodley or local trader attending the Management Committee meeting will be encouraged to fully participate in any discussions. However, they will not be allowed to vote.

Selecting Representatives

Each organisation or grouping shall have the right to nominate its own representatives and to send substitutes to meetings of the Management Committee. Any substitutes must be current members of that organisation – e.g. the voting member for Traders must work for a current trader.

Quorum

For the meeting to be quorate a minimum attendance of 1/2 of the voting members of the Management Committee is required.

Discussion Protocol

Normal committee rules will prevail at all meetings with points raised through the Chairman. Individuals wishing to speak during a discussion need first to attract the attention of the Chairman who will invite them to speak at the appropriate time.

The Chairman will be the final arbiter of any discussion.

Chairman & Vice Chairman

The Management Committee will appoint the Chairman and Vice Chairman of the Committee to act for a 12-month period at the Annual meeting in October.

The Chairman and Vice Chairman both have voting rights at every meeting of the Executive Sub Committee and Management Committee.

The persons nominated for these positions must come from the voting membership of the Management Committee.

The Woodley Town Centre Partnership Chairman and the Vice Chairman both have voting rights at every meeting of the Woodley Town Centre Partnership Executive Sub Committee and Management Committee.

Delegation

At any time, following a majority vote, any item can be delegated to the Executive Sub Committee if it is deemed appropriate.

Town Centre Manager

The Management Committee will be responsible for appointing a paid, part time coordinator, called the Town Centre Manager. Further details are provided below under the appropriate heading.

Minutes

Minutes will be recorded of every meeting and published on the Town Council web site. Copies of the minutes will be sent to all participating organisations and to the Strategy and Resources Committee of Woodley Town Council.

6.2 Executive Sub Committee

The Executive Sub Committee is a small committee whose objective is to provide additional support and guidance to the Town Centre Manager.

It will not be able to commit any additional expenditure or allocation of resources as that authority rests solely with the Management Committee.

Meetings Schedule

The Executive Sub Committee will meet on request. The Chairman and Vice Chairman will call meetings of the Executive Sub Committee.

Attendance

All meetings will generally be restricted to the members of the Executive Sub Committee. The Chairman will have the right to agree to any additional attendance as they see fit.

Membership

Members of the Executive Sub Committee will be members of the Management Committee, and will comprise:

- Chairman
- Vice Chairman
- Woodley Town Council councillor member
- Wokingham Borough Council councillor member
- Town Centre Manager

Quorum

A minimum attendance of 3 voting members of the Executive Sub Committee.

Chairman & Vice Chairman

The Woodley Town Centre Partnership Chairman and Vice Chairman will automatically be Chairman and Vice Chairman of the Executive Sub Committee.

Delegated Responsibility – Personnel Matters-

The Executive Sub Committee will be responsible for the recruitment of staff and other personnel matters, and will report decisions or refer matters, as appropriate, to the Management Committee.

Minutes

Minutes of all meetings will be recorded and maintained by Town Centre Manager. Either written minutes or a verbal report will be provided at the next meeting of the Management Committee.

6.3 Woodley Town Centre Manager

The Town Centre Manager will be responsible for the implementation of policy, agreed projects and the co-ordination of all Woodley Town Centre Partnership activities, and any urgent operational decisions need to be agreed with the chair (or the vice chairman in the chairman's absence).

He/she will be responsible to the Management Committee for the preparation and publicity of the annual plan and on all issues of policy but will be managed, on a day-to-day basis, by the Town Clerk of Woodley Town Council.

A more detailed definition of the responsibilities of the Town Centre Manager can be found in a separate document covering the job description.

6.4 Working Parties

Additional working parties may be created, if needed, following a simple majority vote of the Management Committee.

All working parties must have fully defined terms of reference, including timescales and will report back to the Management Committee with recommendations. A working party will not be able to authorise any additional expenditure or commitment of any resource unless delegated to do so by the Management Committee.

7. OTHER

7.1 Press

Only the Chairman and Town Centre Manager, jointly, are authorised to act as press spokespersons on behalf of the Woodley Town Centre Partnership.

7.2 Changes to the Terms of Reference

Any proposal to amend these Terms of Reference must be brought to the attention of the Chairman of the Management Committee. The Chairman will then decide if the amendment goes on the next available agenda for discussion by full committee or if a small working party needs to review a more complex amendment and bring recommendations to the Management Committee. Amendments to the Terms of Reference require a 2/3rd majority vote in favour to be adopted.

CAPITAL PROJECT FUNDING

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to consider the following projects for funding from the Council's earmarked reserves. Individual project assessments are attached at **APPENDIX A**.

Background and context

It is proposed that the projects set out in this report be funded from the Council's existing earmarked reserves or capital receipts; i.e. no funding requirement from the general reserve.

Capital Programme

Each year the Council allocates funds in the budget to the Capital Programme Earmarked Reserve (EMR). The Strategy & Resources Committee is asked during the year to consider capital projects to be funded from this EMR. The Capital Programme EMR has a current balance of £25,501. Proposed expenditure from the Capital Programme EMR are set out in **Table 1**.

Capital Receipts

Capital Receipt funds are from the sale of assets or interests; associated expenditure must be on tangible Council assets that are then added to the Council's asset register. In April 2025, the Strategy & Resources Committee approved the allocation of £80,000 for the installation of a pergola structure at the front of the Oakwood Centre, to be funded from the Capital Programme EMR – the balance for which was reported as £95,429. This figure was incorrect as expenditure for the Oakwood Centre toilets refurbishment (£69,928) had yet to be reflected. It is proposed therefore that the pergola project be funded from the Capital Receipt in respect of land at Silver Fox Crescent (70,002), and the remaining £9,998 met from the Community Infrastructure Levy EMR, which has a current balance of £45,849. This project meets the criteria for expenditure from a capital receipt. Proposed expenditure from Capital Receipts is set out in **Table 2**. *(Progression of the project has already been approved)*

Community Infrastructure Levy (CIL)

CIL funds are received from Wokingham Borough Council in relation to building developments and are restricted to capital expenditure to support infrastructure and increased usage. Proposed expenditure from the CIL EMR is set out in **Table 3**. WBC has indicated that potential future CIL income of £168,000 is anticipated, although this is dependent on approved development works taking place, with payment only due on commencement of works – as such the exact sum and timeline for receipt are unknown.

Future Project Planning

Projects have been identified with a priority rating of 1, 2 or 3. These priorities reflect officer consideration with safety and business/income impacts rated higher, rather than any Council identified project/strategic priorities. It is recommended going forwards that, as part of the development of a Council Strategy, a process for prioritising projects which meets the aims and priorities of that strategy be developed. Decisions could then be taken with consideration to the Council's overall objectives, and capital projects prioritised within that context.

Unfunded/pending approval projects

Projects which have been suggested but not yet approved or funded are shown in **Table 4**.

Table 1

PROJECT	Priority	£
Mini digger (used)	3	£6,000
Mobile work tower	2	£3,000
Replacement Business Tables – Oakwood Centre	2	£7,500
IT Network & WiFi upgrade	2	£9,000
FUNDED FROM		
Capital Programme EMR		
<i>Current balance in fund</i>		£25,500
<i>Balance after allocation</i>		£0

Table 2

PROJECT	Priority	£
Purchase and installation of Oakwood Centre Pergola. (Project already approved)	2	£80,000
Total		£80,000
FUNDED FROM		
Capital Receipt – Silver Fox Crescent		
<i>Current balance in fund</i>		£70,002
<i>Balance in fund after allocation</i>		£0
Community Infrastructure Levy (CIL)		
<i>Current balance in fund</i>		£45,849
<i>Balance after allocation</i>		£35,849

Table 3

PROJECT	Priority	£
Purchase and installation of new community notice boards (x12)	3	£20,000
Lighting enhancement – Woodley Town Centre	3	£4,000
Additional seating / picnic benches – Woodford Park (x5)	3	£3,500
Total		£27,500
FUNDED FROM		
Community Infrastructure Levy (CIL)		
<i>Current balance in fund (assuming allocation in Table 2)</i>		£35,849
<i>Balance after allocation</i>		£8,349

Table 4

Potential projects list - Not yet approved / funds not allocated;

PROJECT	Priority	£
WPLC Redevelopment	2	Not yet established
<i>Comment: Working group developing project</i>		
Theatre Upgrade / Refurbishment	2	Est £132k
<i>Comment: Project, including funding, approved in principle but funding not yet allocated</i>		
Wheble Park replacement play equipment	3	Est £30k
<i>Comment: New lease with RBC being negotiated</i>		
Replacement fire doors – all buildings	1	Not yet established
<i>Comment: Inspection carried out. Failures identified.</i>		
Replace hanging lighting units in Oakwood Centre	2	£13k
<i>Comment: Allocation to be included in 2026/27 budget</i>		

Recommendations

- ♦ **That Members note the contents of the report.**
- ♦ **That Members consider the funding allocations as set out in the report.**

Project Assessment

Date:	11 Sept 2025
Project/policy/service:	IT Network / WiFi upgrade
Priority (1/2/3)	2
Cost	Estimated £9,000
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To upgrade the network switches and wifi units at the Oakwood Centre and Woodford Park Leisure Centre. The old network has been unreliable and the Council has moved away from the contractor that used to maintain it. New network switches and wifi units are required to ensure continuity for office and hirer functions. Reliance on wifi has increased significantly over recent years – including broadcasting Council meetings and events.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

The Council's contracted IT supplier will install and maintain the equipment – ensuring continuity of service and network.

Outline the main beneficiaries of the project, policy change or service change:

Hirers/users of the Oakwood Centre and Woodford Park Leisure Centre
Residents able to take part or view Council meetings remotely
WTC Staff – having appropriate equipment to carry out day to day tasks

Impact	Y/N	Detail
Health / Safety Impact	N	
Legal Compliance	N	
Income Impact	Y	Potential for lost income due to network / wifi failure
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Minimal – some carbon footprint through manufacture of equipment.
Habitat/biodiversity impact	N	
Alternatives considered	N	
Other		

Signed: 

Print: Kevin Murray

Date: 11 Sept 2025

Project Assessment

Date:	11 Sept 2025
Project/policy/service:	Mini digger (used) - purchase
Priority (1/2/3)	3
Cost	Estimated £6,000
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To purchase a used mini excavator for use by the Amenities Team in project works and maintenance of grounds. This equipment will reduce reliance on manual methods for excavating and clearing soil/rubble/vegetation and enable more effective management of the allotment site and open spaces.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

The Amenities Manager will source the appropriate machinery and ensure training of all staff that will be expected to use it. The unit will be added to the Council's' asset register and stored securely at the Council depot.

Outline the main beneficiaries of the project, policy change or service change:

Woodley Residents – better service provision
WTC staff – reduced manual handling and provision of appropriate equipment for tasks

Impact	Y/N	Detail
Health / Safety Impact	Y	Reduced manual handling /methods
Legal Compliance	N	
Income Impact	Y	Will enable preparation/clearance of allotment plots to enable re-letting
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race

- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Minimal – fuel used in unit will have minimal impact. The unit will not be in constant use.
Habitat/biodiversity impact	N	
Alternatives considered	Y	Electric alternative considered but no suitable items currently on the market within this budget range.
Other		

Signed: 

Print: Kevin Murray

Date: 11 Sept 2025

Project Assessment

Date:	11 Sept 2025
Project/policy/service:	IT Network / WiFi upgrade
Priority (1/2/3)	2
Cost	Estimated £9,000
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To upgrade the network switches and wifi units at the Oakwood Centre and Woodford Park Leisure Centre. The old network has been unreliable and the Council has moved away from the contractor that used to maintain it. New network switches and wifi units are required to ensure continuity for office and hirer functions. Reliance on wifi has increased significantly over recent years – including broadcasting Council meetings and events.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

The Council's contracted IT supplier will install and maintain the equipment – ensuring continuity of service and network.

Outline the main beneficiaries of the project, policy change or service change:

Hirers/users of the Oakwood Centre and Woodford Park Leisure Centre
Residents able to take part or view Council meetings remotely
WTC Staff – having appropriate equipment to carry out day to day tasks

Impact	Y/N	Detail
Health / Safety Impact	N	
Legal Compliance	N	
Income Impact	Y	Potential for lost income due to network / wifi failure
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts

Impact	Y/N	Detail
Carbon impact	Y	Minimal – some carbon footprint through manufacture of equipment.
Habitat/biodiversity impact	N	
Alternatives considered	N	
Other		

Signed: 

Print: Kevin Murray

Date: 11 Sept 2025

Project Assessment

Date:	11 Sept 2025
Project/policy/service:	Enhanced Lighting – Town Centre
Priority (1/2/3)	3
Cost	Estimated £4,000
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To install colour change LED uplighters in the garden area of the town centre. This will provide attractive lighting of the trees and improve the feel and appearance of the town centre.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

The appropriate manager will source quotes for the purchase and installation and oversee delivery of the project.

Outline the main beneficiaries of the project, policy change or service change:

Woodley Residents – better service provision

Impact	Y/N	Detail
Health / Safety Impact	N	
Legal Compliance	N	
Income Impact	N	
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment

- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Minimal – some carbon footprint through manufacture of unit. Very low power consumption.
Habitat/biodiversity impact	N	
Alternatives considered	N	
Other		

Signed: 

Print: Kevin Murray

Date: 11 Sept 2025

Project Assessment

Date:	11 Sept 2025
Project/policy/service:	Community Notice Boards - purchase
Priority (1/2/3)	3
Cost	Estimated £20,000
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To purchase new public notice boards to replace existing. The old units are timber construction and in need of replacement. The designs being considered are of metal construction with public access on one side and locked poster case on the other side – for Council notices. Units will be attractive, robust, accessible and branded with WTC logo.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

The Amenities Manager will source the appropriate units and arrange the required street works licences for installation. Installation will likely be carried out by a contractor.

Outline the main beneficiaries of the project, policy change or service change:

Woodley Residents – better service provision

Impact	Y/N	Detail
Health / Safety Impact	N	
Legal Compliance	N	
Income Impact	N	
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender

- Disability
- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Minimal – some carbon footprint through manufacture of unit.
Habitat/biodiversity impact	N	
Alternatives considered	N	
Other		

Signed: 

Print: Kevin Murray

Date: 11 Sept 2025

Project Assessment

Date:	11 Sept 2025
Project/policy/service:	Picnic tables/seating
Priority (1/2/3)	3
Cost	Estimated £3,500
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To purchase and install x5 new picnic tables with seating in Woodford Park.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

The Amenities Manager will source appropriate units and the team will install. Units will be constructed from environmentally sustainable, recycled materials.

Outline the main beneficiaries of the project, policy change or service change:

Woodley Residents and park visitors – better service provision

Impact	Y/N	Detail
Health / Safety Impact	N	
Legal Compliance	N	
Income Impact	N	
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability
- Gender re-assignment

- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts		
Impact	Y/N	Detail
Carbon impact	Y	Minimal – some carbon footprint through manufacture of unit. Units constructed from recycled materials.
Habitat/biodiversity impact	N	
Alternatives considered	N	
Other		

Signed: 

Print: Kevin Murray

Date: 11 Sept 2025

Project Assessment

Date:	11 Sept 2025
Project/policy/service:	Mobile Work Tower - purchase
Priority (1/2/3)	2
Cost	Estimated £3,000
Completed by:	Kevin Murray

1. Project/policy/service information:

This section should identify the project, policy or service change, the method of delivery and the key stakeholders, main beneficiaries and associated aims. It should also include information regarding the Health & Safety, Legal Compliance and Income Impacts.

What is the purpose of the project, policy change or service change and what are the expected outcomes:

To purchase a mobile work tower to enable safe working at height and access. The current unit does meet safety standards.

Outline how the project, policy change or service change will be delivered and what governance arrangements are in place or required:

The Amenities Manager will source the appropriate machinery and ensure training of all staff that will be expected to use it. The unit will be added to the Council's asset register and stored securely at the Council depot.

Outline the main beneficiaries of the project, policy change or service change:

Woodley Residents – better service provision
WTC staff – reduced manual handling and provision of appropriate equipment for tasks

Impact	Y/N	Detail
Health / Safety Impact	Y	Reduced manual handling /methods
Legal Compliance	Y	Compliance with current regulations
Income Impact	Y	Will enable maintenance of lighting, guttering, roofing, decoration
Other		

2. Equality Impacts - Protected characteristics:

There are 9 protected characteristics identified by the legislation. Consideration should be given to the potential impacts on each of these groups.

- Race
- Gender
- Disability

- Gender re-assignment
- Age
- Religious belief
- Sexual orientation
- Pregnancy/Maternity
- Marriage and civil partnership

The table below should indicate whether the project, policy change or service change will have a positive or negative impact on any of the protected characteristic groups. Each group should be assessed and assigned a Positive, No, Low or High impact score.

Protected characteristics	Impact (Positive, Negative, N/A)	Please detail what impact will be felt by the protected group
Race	N/A	
Gender	N/A	
Disabilities	N/A	
Age	N/A	
Sexual orientation	N/A	
Religion/belief	N/A	
Gender re-assignment	N/A	
Pregnancy & maternity	N/A	
Marriage & civil partnership	N/A	

Based on the initial impact assessment, a more detailed assessment should be carried out where any groups have been identified as having a negative impact.

3. Environmental Impacts

Impact	Y/N	Detail
Carbon impact	Y	Minimal – some carbon footprint through manufacture of unit.
Habitat/biodiversity impact	N	
Alternatives considered	N	
Other		

Signed: 

Print: Kevin Murray

Date: 11 Sept 2025

Woodley Town Council

**Report of a meeting of the Youth Support Services Task & Finish Working Group
held on Tuesday 1 July 2025 at 2.45pm**

Present: *Councillors: K. Gilder (Chairman); Y. Edwards; M. Kennedy*

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

Others present: *Lisa Hookway – WBC HAF team (virtual attendance)
Ali Jaffer – Yes Futures (virtual attendance)
Rebecca Harwood - Storyy Group
Gareth Mephram – Berkshire Youth*

1. APOLOGIES

Apologies for absence were received from Councillor Firmager.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

3. YOUTH SERVICE PROVIDER DISCUSSIONS & OPTIONS

As Cllr Edwards would have to leave the meeting for a short while during the afternoon for a personal appointment, Members discussed the potential youth service options, as presented in Report No. YSS 1/25 at the previous meeting of the working group, in advance of their talks with providers. These options included a variety of activities put forward by four potential providers: Wokingham Borough Council's Holidays, Activities and Food (HAF) team, Yes Futures, Storyy Group, and Berkshire Youth.

Members concurred that the activities presented as example offering 1 in the report offered the best value for money for the Council at this time, considering the £15k 2025/26 budget. It was noted these would provide an overall youth offering which delivered activities both during term time and school holidays, as well as activities which specifically target young people who are currently disengaged with other types of offering as well as those from lower income families, alongside a more general offering open to all young people.

It was agreed that, as this was the start of the Council's new youth service, engaging three different providers with three different styles of provision would enable Members to better gauge the effectiveness of each style in achieving the Council's Youth Strategy aims. It was also noted that there would be flexibility to adjust the provision as the service developed, depending on outcomes.

Members noted that the leadership course, offered by Berkshire Youth, was also an excellent offering and, had budget allowed, they would've liked to include this as well. The Deputy Town Clerk advised Members that normal annual Youth Service budget over the past few years had been £30k, but this had been reduced to £15k for 2025/26 when proposed at the beginning of 2025 based on the financial position of the Council at the time, which had subsequently improved, and in recognition that the youth service was unlikely to be procured until the Autumn.

Members concurred that the addition of the leadership course would be desirable. The Deputy Town Clerk confirmed that, to do so, a recommendation would need to be presented to the Strategy & Resources Committee to allocate additional funding from the general reserve to provide for this.


It was noted that there would need to be absolute clarity between the Council and providers as to the Council's expectations, including the target audience (age / living in Woodley) and the method for reporting back outcomes.


Members then met, at intervals, with representatives from the four potential providers. Cllr Edwards left the meeting at 4:15pm and returned at 5.15pm, missing the discussion with Berkshire Youth and part of the discussion with the HAF team.

On completing these discussions, Members made two recommendations as follows:

RECOMMENDED:

- ♦ That the Leisure Services Committee approves the following activities to be provided as the Council's Youth Service offering for 2025/26 from within the available £15k budget:


Provider	
Activity	Diversion & Disruption Project
When	2 sessions per week / 1 week each school holiday (October half term, Christmas, February half term)
Where	Various locations, dependent on activity
Who	Spaces for 7 young people Targeting 12-15 year olds (Years 8-10) Selected by a multi-disciplinary team, consistent of education professionals, social care professionals, youth justice staff and key representatives from the local authority, from those young people known to them and with concerns regarding their behaviour in the community and their vulnerabilities
Details	Pre-activity visits at home and school to discuss programme and ensure engagement. Typical day includes collection / drop off from designated pick-up point, on-site mentoring intervention activity (1:1 or small groups), diversionary activity (on or off-site), and debrief. All food provided. Individual reports for each young person provided at end of project.

Provider	
Activity	Youth Sessions
When	Autumn / Spring Terms – 12 sessions per term – Friday evening
Where	Woodford Park Leisure Centre
Who	Capacity for around 24 young people, but could increase dependent on space and staffing levels Targeting 12-15 year olds (Years 8-10)
Details	90-minute weekly youth session - 7.30pm-9.00pm (tbc) 2 qualified Berkshire Youth youth workers per session (ratio 1:12) Volunteers could allow for increased capacity Programme developed in collaboration with young people; activities could include Sports, Cooking, Art and Craft, Challenges, Group Work and Topical focused workshops.

Provider	WOKINGHAM BOROUGH COUNCIL Holiday, Activities & Food (HAF) Programme
Activity	Holiday Activity Programme
When	School holidays (October half term, Christmas, February half term)
Where	Various locations, dependent on activity
Who	Up to 80 individual young person sessions, dependent on activity Targeting 9-16 year olds (Years 5-11), dependent on activity Targeted at families either in receipt of, or known to be on the cusp of receiving benefit-related free school meals, or via professional referral
Details	Activity and a healthy meal Funding to provide either additional spaces for Woodley residents on existing activity programme provided by the HAF team, or to organise specific activities to take place in Woodley. Specific activity offering to be designed in partnership between the HAF team and the Town Council, based on allocated budget. Examples of activities: Go Wild at Dinton Pastures, multi-sports sessions at GOALS, other sports / outdoor activities and trips, new skills and volunteering certificated sessions, arts and crafts sessions. Activities delivered in partnership with organisations such as Funtastic Kidz, USport, Core Kids, JAG, Storyy

RECOMMENDED:

- ♦ That the Leisure Services Committee make a recommendation to the Strategy & Resources Committee that an additional £5,030 be allocated from the general reserve to provide the following, additional youth activity:

Provider	 THE BERKSHIRE YOUTH NETWORK
Activity	Leadership Training Course
When	3x workshops, followed up a camping based residential training weekend
Where	Various locations
Who	Spaces for 15 young people Targeting 14-18 year olds (Years 10-13)
Details	ASDAN award training in Leadership, including introduction to First Aid Training 3x 2-hour workshop sessions introducing the programme and delivering theory content Residential training weekend to continue from the workshops and apply knowledge in practical and group work scenarios Post-residential closing session, if required to complete any qualification work. Celebration event

4. TERMS OF REFERENCE – TERMS OF OPERATION H

Due to the lateness of time, this item on the agenda was not discussed.

The meeting closed at 5.45pm

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.**

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.**



Carbon Footprint Target Setting for Woodley Town Council

Based on data from the Assessment Period:
1st April 2023 – 31st March 2024

Executive Summary

Carbon Footprint Ltd has completed a forecast of the greenhouse gas (GHG) emissions of Woodley Town Council up to 2050 from a **1st April 2023 to 31st March 2024** baseline period. The forecasting has defined the different categories for reduction including Passive, Active, Market-Based and External carbon reduction measures, and modelled the impact of specific recommendations.

Target Setting Recommendations

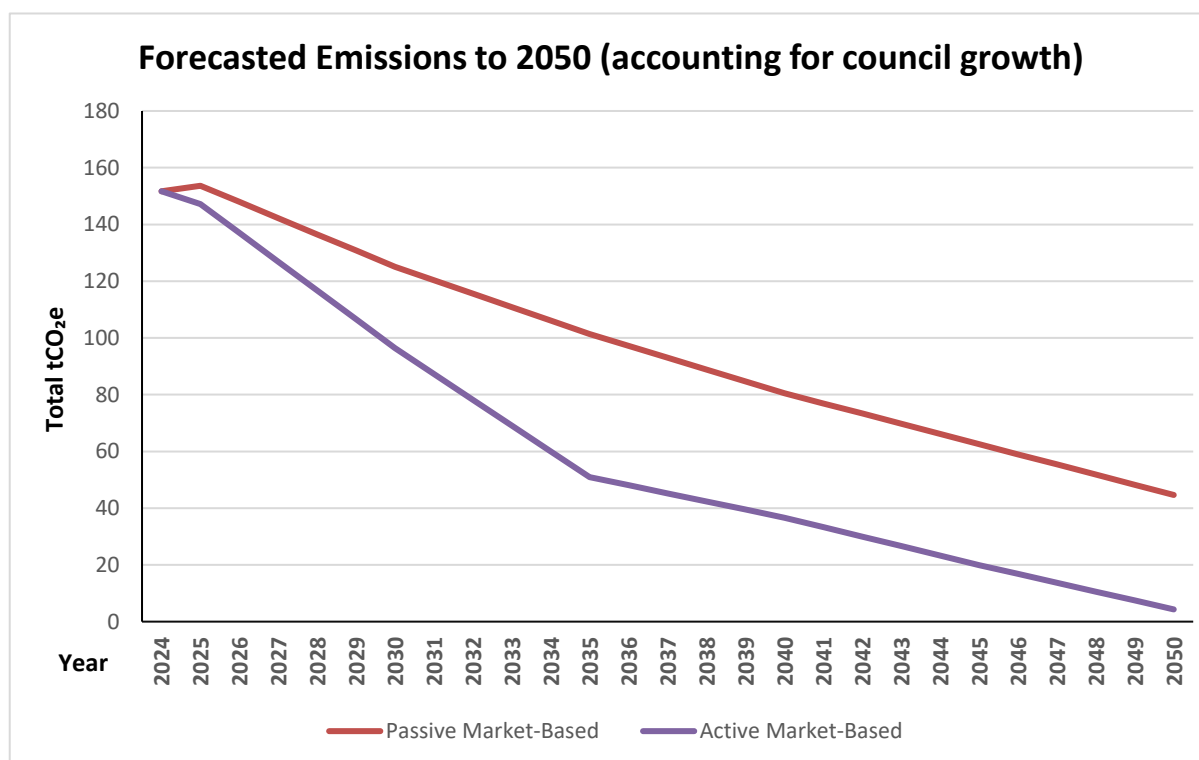
Woodley Town Council is recommended to set targets to reduce absolute market-based emissions against its baseline year for Scope 1, 2, and 3 (as detailed in Table 1) by:

- **at least 50% by 2033**
- **at least 90% by 2050**

Woodley Town Council can achieve (and exceed) these targets by implementing a number of actions that have been modelled for their impacts.

- Work with key suppliers to develop a strategy for collecting activity data in place of spend based data.
- Choose suppliers who are tracking and reducing emissions and have credible carbon reduction targets in line with Woodley Town Councils.
- Install at least one electric vehicle (EV) charging point at the Maintenance Depot by 2030.
- Switch the owned van and pick-up truck to electric-powered by 2030, and switch both owned tractors to electric-powered by 2035.
- Install four public EV charging points at the Woodford Leisure Centre by 2028.

These targets and actions should become a key part of Woodley Town Council's carbon management plan. Carbon Footprint recommends that this is aligned to the ISO 14068-1 international standard on Climate Change Management, which covers topics such as transition to net zero and carbon neutrality.



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Quality Control

Report issue number:	2.0
Date:	24 July 2025
Calculations completed by:	Olivia Hollos
Calculations reviewed by:	Stuart Fowler
Report produced by:	Olivia Hollos
Report reviewed by:	Stuart Fowler
Director approval:	Dr. Wendy Buckley

1. Introduction

As the world grapples with the consequences of climate change, it is becoming more important for businesses and other organisations to not merely adapt but to lead transformative change. Setting ambitious yet achievable carbon reduction targets is the compass guiding organisations towards a more sustainable and resilient future.

This report explores the key opportunities for carbon reduction for Woodley Town Council and suggests carbon reduction targets to set and measure themselves against.

This report serves as a roadmap for the business and explores the meaning of net zero targets and the critical interplay between emission reduction and carbon offsetting.

1.1. Company Overview

Woodley Town Council is a parish council located in Berkshire, United Kingdom that provides a number of services for the benefit of the residents of Woodley and the surrounding area.

1.2. Baseline Emissions

Table 1 shows the baseline emissions for Woodley Town Council, covering the period 1st April 2023 to 31st March 2024 (see Appraisal report for more details), including a breakdown of emissions per employee and £ million turnover.

Table 1: Breakdown of 2024 financial year baseline emissions for Woodley Town Council

Scope	Emission Source	Location-Based (tCO ₂ e)	Market-Based (tCO ₂ e)
1	Site petrol	1.17	1.17
	Biomethane consumption	0.09	0.09
	Vehicle diesel	6.78	6.78
Scope 1 Subtotal		8.05	8.05
2	Electricity at owned sites	41.32	1.21
Scope 2 Subtotal		41.32	1.21
3.1	Purchased goods and services (spend)	98.39	98.39
	Water supply	2.60	2.60
	Paper consumption	<0.01	<0.01
3.2	Capital goods (spend)	8.81	8.81
	Computing	0.74	0.74
3.3	Scopes 1 and 2 WTT	23.00	14.01
	Transmission and distribution of electricity at owned sites	4.37	0.08
	Transmission and distribution of electricity at leased sites	0.02	0.02
3.5	Waste generation	2.97	2.97
	Wastewater generation	2.82	2.82
3.6	Grey fleet fuel	0.07	0.07
3.7	Commuting	10.69	10.69
	Homeworking	0.98	0.98
3.8	Electricity at leased sites	0.22	0.26
Scope 3 Subtotal		155.68	142.44
Tonnes of CO₂e		205.05	151.70
Tonnes of CO₂e per employee		7.32	5.42
Tonnes of CO₂e per £ million turnover		82.02	60.68

We recommend targets are set against a growth metric, to account for changes in the size of the council. For Woodley Town Council we recommend setting the reduction target on a per employee basis to allow comparison with future emissions, when the council may have grown.

2. Net Zero Target Setting

At an organisational level, net zero is widely considered to be a commitment to reduce emissions to a residual level and offset any remaining emissions via certified carbon removal projects¹. At this stage, an organisation has effectively balanced the amount of greenhouse gases it emits with an equivalent amount removed from the atmosphere, ultimately resulting in a net emissions level of zero.

In the context of carbon reductions, it is crucial for businesses to achieve net zero by 2050 or sooner, in order to mitigate the most severe impacts of climate change. A net zero commitment signifies an organisation's dedication to minimising its carbon footprint and actively contributing to global efforts to combat climate change.

2.1. Significant 'Science-based' Emission Reductions

One key component of a net zero target is a substantial reduction in GHG emissions. Targets should be science-based to align with scientifically endorsed global climate change targets.

A science-based target is a GHG emissions reduction target that demonstrates alignment in line with the expectations of the Paris Agreement to limit global warming to well-below 2°C above pre-industrial levels, striving for 1.5°C. This aligns emission reduction efforts to the latest climate science (i.e. that published by the Intergovernmental Panel on Climate Change (IPCC)) to ensure action is effective and impactful. Organisations are encouraged to aim to halve their greenhouse gas emissions by 2030 and aim for a reduction of at least 90% by 2050.

Aligning to a science-based target is a strategic decision and demonstrates your commitment at an organisational level to addressing the urgency of climate change.

2.2. Offsetting Remaining Emissions

While striving for a 90% or greater reduction in emissions is commendable, achieving absolute zero emissions may be challenging for some industries or processes. In these circumstances, and where emissions are unable to be reduced further (i.e. are at a residual level), organisations can offset the remaining emissions to achieve net zero. On the pathway to achieving net zero, organisations are also encouraged to offset any emissions caused, alongside annual GHG emission reduction efforts.

Organisations can offset their emissions by supporting projects that either avoid or actively remove carbon dioxide (CO₂) from the atmosphere. Carbon removal projects include afforestation initiatives, carbon capture technologies, or investments in sustainable practices that contribute to carbon sequestration. Once an organisation has achieved net zero, any carbon offsetting carried out should be done via removals projects only (i.e. not carbon avoidance projects).

To fulfil the offsetting aspect of a net zero target, organisations must engage in activities that go beyond emissions reduction within their own operations (also termed as Beyond Value Chain Mitigation by the Science-based Targets Initiative (SBTi)). Supporting carbon removal projects is an

¹ ISO14068-1: Climate change management – Transition to net zero, Part 1: Carbon neutrality

essential step towards balancing unabated emissions, ensuring that the organisation is actively contributing to the restoration and preservation of the global carbon balance. This not only addresses the organisation's environmental impact but supports local communities and biodiversity, creating a holistic and sustainable approach to carbon reduction. High-quality carbon offsetting credits will address one or more of the United Nations' Sustainable Development Goals (SDGs).

2.3. ISO 14068-1

The ISO 14068-1: Climate change management – Transition to net zero (Part 1: Carbon neutrality) provides guidance on carbon neutrality and stresses the importance of making carbon reductions in line with the latest climate change science.

This standard describes how carbon neutrality and net zero are related. Carbon neutrality is achieved on the pathway to net zero by following a carbon hierarchy of reduction, removal and offsetting on an annual basis, until an organisation reaches a residual level of emissions and offsets any remaining emissions via carbon removal credits only.

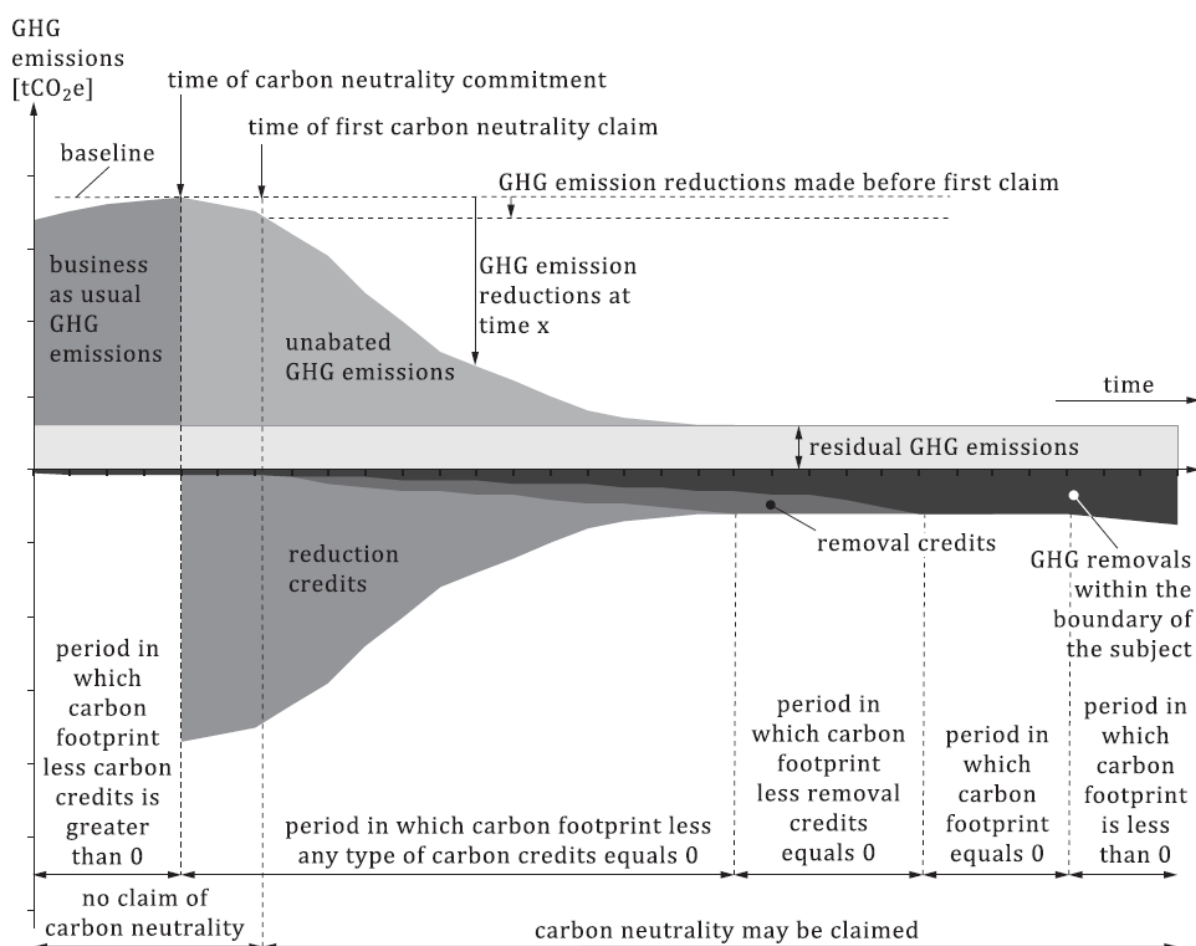


Figure 1: Carbon neutral pathway as defined by ISO14068-1

3. Modelling Future Carbon Reduction

3.1. Carbon reduction categories

Within the forecast modelling there are four distinct categories of carbon dioxide reductions to consider:

1. **Passive Reductions** – these are carbon reductions that would happen without any action needed by the company e.g., the decarbonisation of the electricity grid will gradually reduce the carbon emissions associated with the electricity you use and purchase.
2. **Market-Based Reductions** – these are achieved by selecting and paying for energy tariffs that have lower emissions e.g., buying a green electricity tariff.
3. **Active Reductions** – these are achieved by making technological, behavioural, and operational changes within the business, e.g., choosing to reduce the number of miles driven in cars; choosing to put a limit on the number of flights people make; investing in new technology to reduce energy consumption.

3.2. Forecasting Emission Reductions

Figure 2 shows the approaches described above applied to Woodley Town Council's emissions up to 2050. Carbon Footprint Ltd recommends targets are set between the passive and active reduction lines, as this represents an appropriate level of ambition whilst ensuring targets are achievable.

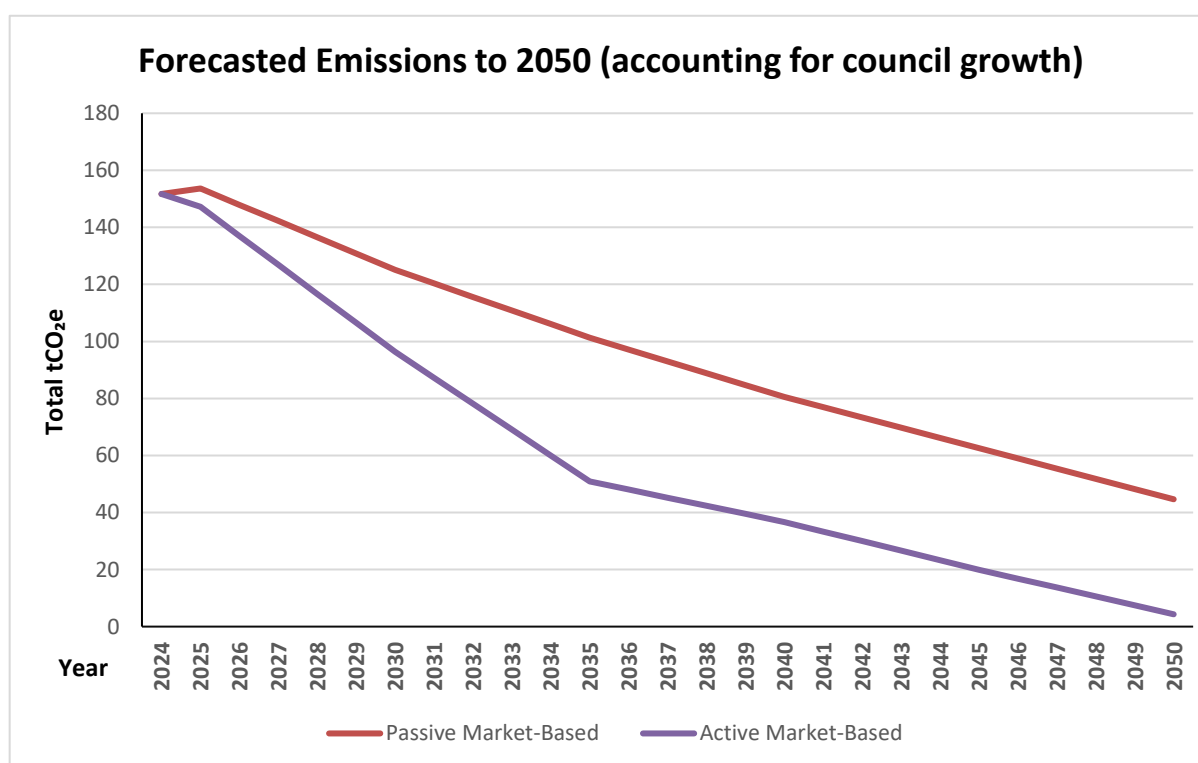


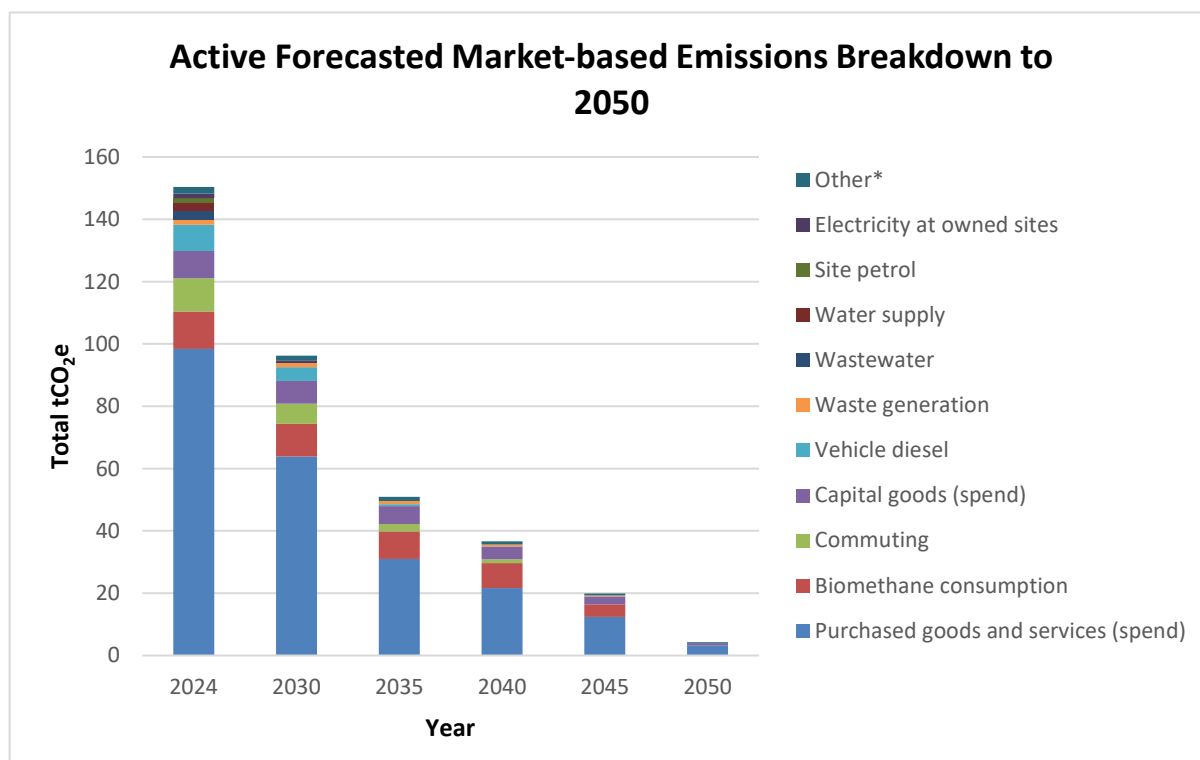
Figure 2: Emissions forecast for Woodley Town Council until 2050

The **Passive Reductions** assume the following:

- An 80% reduction in supply chain emissions by 2050. Supply chains often span multiple countries with varying commitments to climate goals, and not all industries have access to or can afford technological innovations. As a result, achieving net-zero emissions in supply chains by 2050 can be a challenging goal.
- Electricity grid emissions will reduce linearly to zero by 2035 (which is the UK's target to achieve a zero-carbon emissions electricity grid). Note: the grid emissions have reduced by approximately 50% over the last 5-6 years on a tCO₂e per kWh basis.
- Cars and Vans will transition to be 100% renewable, either by electric or hydrogen, by 2036. Note: the UK Government has banned the sale of new fossil fuelled cars from 2030.
- The water sector will achieve a net zero water supply for customers by 2030.

In addition to the passive assumptions stated above, the **Active Reductions** assume the following:

- A 90% reduction in supply chain emissions by 2050. The factors above still apply, but by choosing suppliers who are tracking and reducing emissions, Woodley Town Council's supply chain can decarbonise at a faster rate.
- A zero emissions owned vehicle fleet at the Maintenance Depot by 2035.
- An 80% reduction in commuting emissions by 2035, as a result of the installation of four public EV charging points at the Woodford Leisure Centre. Note: This is the site the majority of employees commute to.



*Other includes Homeworking, Computing, Electricity at leased sites, Grey fleet fuel, and Paper consumption.

Figure 3: Breakdown of Woodley Town Council's future market-based emissions, based on an active approach

Table 2 shows the emission savings from the baseline year of 2023/2024, following an active approach to 2033 and 2050.

Table 2: Market-based GHG emission reductions by 2033 and 2050

Metric	Baseline (2023/2024)	2033 active reductions (tCO ₂ e)/% difference to baseline year	2050 active reductions (tCO ₂ e)/% difference to baseline year
Market-based absolute emissions	151.70	69.09 / -54.5%	4.31 / -97.2%
Market-based emissions per employee	5.42	1.59 / -70.7%	0.04 / -99.3%
Market-based emissions per £ million turnover	60.68	17.81 / -70.7%	0.48 / -99.3%

3.3. Supply Chain Target Setting

Supply chains often span multiple countries with varying commitments to climate goals, and not all industries have access to or can afford technological innovations. As a result, achieving net-zero emissions in supply chains by 2050 can be a challenging goal. However, if Woodley Town Council only choose to work with suppliers that are tracking and reducing their emissions towards credible carbon reduction targets, the council's supply chain can decarbonise and achieve net-zero emissions at a faster rate.

These services companies could achieve Net Zero more rapidly by considering the below general decarbonisation measures.

- **Energy Efficiency:**
 - Transition to renewable energy sources (solar, wind) for offices and data centres.
 - Implement energy-efficient lighting, HVAC systems, and equipment.
 - Optimise data centre energy consumption through virtualisation and cloud optimisation.
- **Reduce Business Travel:**
 - Promote remote work and virtual meetings.
 - Encourage the use of public transport, cycling, or electric vehicles for essential travel.
 - Implement a sustainable travel policy.
- **Sustainable Procurement:**
 - Prioritise suppliers with strong environmental credentials.
 - Reduce paper consumption and promote digital workflows.
 - Choose low carbon/recycled office supplies and equipment.
- **Waste Reduction and Recycling:**
 - Implement comprehensive recycling programs.
 - Reduce single-use plastics and promote reusable alternatives.
 - Implement electronic waste recycling programs.
- **Carbon Offsetting:**
 - Invest in certified carbon offset projects to compensate for unavoidable emissions.

It's important to note that purchased goods and services emissions are currently being calculated using spend data. Replacing this data with activity data as soon as possible will result in more accurate emissions totals for this emission source.

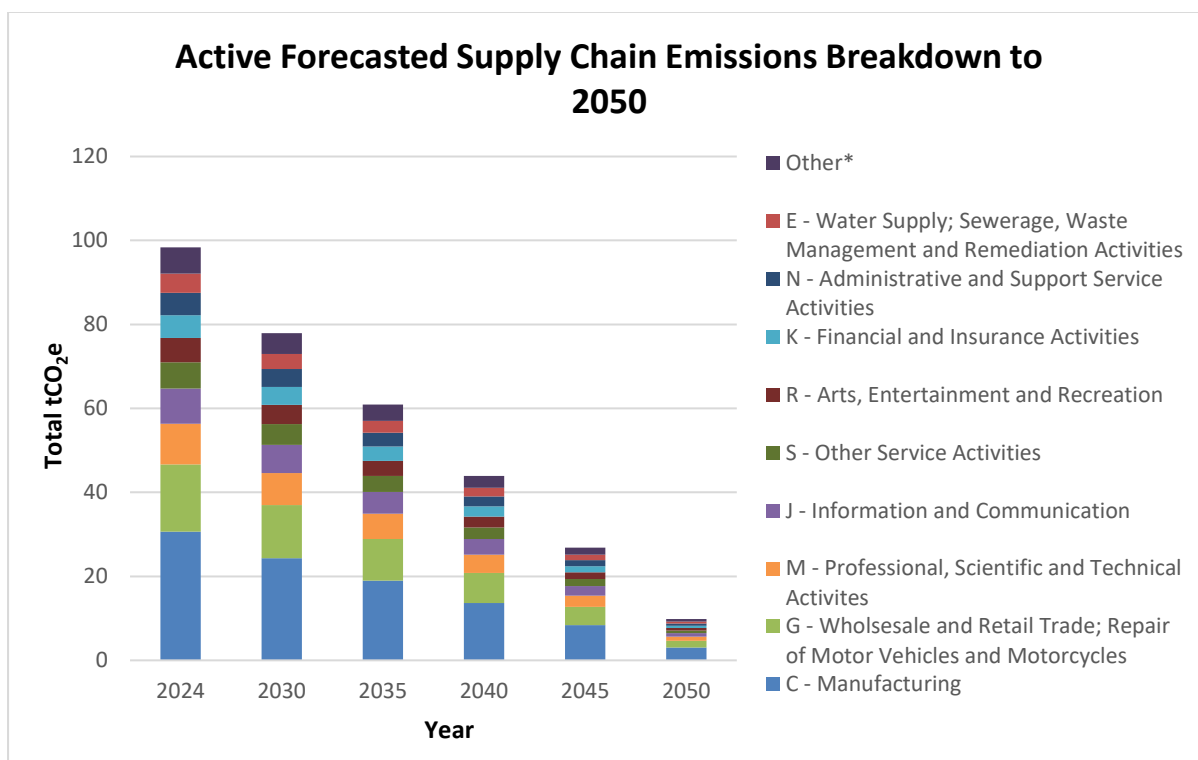


Figure 4: Forecasted emissions for Woodley Town Council's supply chain

4. Target Setting Recommendations

Considering the previous analysis and forecasting, we recommend Woodley Town Council set the following targets:

- **Reduce market-based emissions by at least 50% by 2033** compared to the 2024 financial year baseline.
- **Reduce market-based emissions by at least 90% by 2050** compared to the 2024 financial year baseline.
- Offset unabated emissions on an annual basis, alongside annual reduction efforts, to become a 'Carbon Neutral' organisation.

All targets set should be reviewed regularly (e.g., on an annual basis) and amended accordingly (i.e., target increased if it is met ahead of schedule). As a minimum, organisations should review the targets and associated actions every 5 years to ensure these are aligned to the organisation's strategy in the future, and the latest climate science. This will prevent complacency if the target set was too conservative from the onset.

An action plan should be developed to set out how the targets will be met, and an employee should be allocated the responsibility for carrying out the plan.

5. Conclusion

A forecast of Woodley Town Council's emissions has been modelled from a **1st April 2023 to 31st March 2024** baseline year. The forecast shows GHG emission reductions can be achieved in line (and even ahead) of what the scientific community is recommending if we strive to limit global warming to a 1.5°C scenario. This will require your organisation to take actions to mitigate its GHG emissions and develop a carbon reduction plan, reviewed on a regular basis to monitor progress.

Whilst on the pathway of GHG reductions, Carbon Footprint recommends your organisation continues to offset all unabated emissions, by supporting certified carbon offsetting projects that support the global societal net zero goals and consider aligning Woodley Town Council's carbon management plan to ISO 14068-1.

6. Comparison to 2018 financial year

Although Woodley Town Council is committed to implementing a number of emissions reduction actions from its 2024 baseline year to 2050, the council has already achieved significant carbon savings since its 2018 financial year.

Table 3 below shows the emission reductions achieved over the last 6-year period as a result of the following actions:

- Switch of highest electricity-consuming sites to 100% renewable electricity tariffs from May 2021.
- Switch of natural gas to biomethane as an on-site heating source from February 2020.

For sites with employees, consumption in kWh in the 2018 financial year was estimated based on kWh per employee in the 2024 financial year. For sites with no employees, consumption in kWh in the most recent reporting period was used as a proxy.

Table 3: Woodley Town Council's carbon footprint comparison and percentage change

Element	2017/18	2023/24	% change on baseline year (2017/18)
Well-to-Tank (Market-based)	20.83	12.12	41.8% ▼
Electricity at controlled sites (Market-based)	69.93	1.28	98.2% ▼
Electricity at non-controlled sites (Market-based)	0.34	0.24	29.4% ▼
Heating of controlled sites	71.41	0.09	99.9% ▼
Total Tonnes of CO₂e (Market-based)	162.51	13.73	91.6% ▼

Woodley Town Council's total market-based emissions associated with site electricity and heating have reduced by 91.6% compared to its 2018 financial year.

During the 2024 financial year, the following sites were on 100% renewable electricity tariffs: The Oakwood Centre, Woodford Park Leisure Centre, Coronation Hall, Chapel Hall, and Maintenance Depot. As the specific electricity tariff of the sites in the 2018 financial year was unknown the Association of Issuing Bodies (AIB) 2017 residual mix factor was used to calculate market-based emissions. As a result, electricity emissions at the council's controlled sites have reduced by 98.2%.

During the most recent reporting period, the following sites were heated via biomethane: The Oakwood Centre, Woodford Park Leisure Centre, Coronation Hall, and Chapel Hall. Biomethane consumption produces significantly fewer emissions than natural gas due to its source. The gas is produced from organic waste materials through anaerobic digestion, and therefore when the waste is burned, it releases CO₂ that had previously been in the atmosphere. As a result, the consumption of biomethane produces no net increase in the concentration of CO₂ in the atmosphere. The emissions total in Table 3 represents other GHG emissions such as methane and nitrous oxide and therefore heating emissions have reduced by 99.9%.

Solar panels were installed at the Woodford Park Leisure Centre mid-2019 and at The Oakwood Centre early 2020, and the renewable electricity generated via these solar panels is all exported to the grid. The solar panels continue to generate a significant quantity of clean energy annually, reducing the need for electricity from carbon-intensive conventional sources. However, as Woodley Town Council don't own the solar panels (as another company rents the roof space), the council is unable to retain Renewable Energy Certificates (RECs) and therefore cannot offset its Scope 2 emissions.