

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 30 September 2025 at 8 pm**

Present: Councillors D. Bragg (Chairman); J. Anderson; K. Baker; J. Cheng;
Y. Edwards; D. Errawalla; M. Firmager; K. Gilder; L. Guttridge;
M. Holmes; R. Horskins; C. Jewell; M. Kennedy; M. Nagra;
J. Sartorel; P. Singh; D. Smith; A. Swaddle; J. Taylor;

Officers present: K. Murray, Town Clerk; D. Coe, Finance Manager

Also present: Councillor K. Charles Bey (virtual attendance)
M. Filmore, Deputy Town Clerk (virtual attendance)
D. Levick & W. Heskins (Wokingham Borough Council)
1 member of the public

38. A maximum of 30 minutes was set aside before the start of the meeting for members of the public to pose questions to the Council in the Town Forum.

Councillor Kennedy asked for an update on the installation of CCTV in Town Centre, noting particular concern as to how long it was taking.

The Town Clerk confirmed there had been a delay with installation due to issues with power supply to lamp columns which required upgrades. He advised that this had been pushed and, with the help of Officers from Wokingham Borough Council (WBC), the contractor was now proceeding, and installation was expected within the next four weeks. Members noted one camera was likely to be installed at a later date as it was awaiting a lamp column replacement.

There was disappointment at the length of time this had taken. It was commented that neither Borough Councillors nor the Leader of Wokingham Borough Council, despite their best efforts, had been able to progress the matter, with the suggestion there might be some breakdown between Borough Councillors and Officers at WBC.

39. Prior to the start of the meeting, Dexter Levick (Economic Development Officer) and Warwick Heskins (Town Centre Officer) from Wokingham Borough Council provided Members with an update on the Borough's Town Centre Strategy.

Following a query, it was confirmed that a survey of residents took place during the original development of the Town Centre Strategy. Members expressed concern that this was only available online, and it was commented that more effort should be made to capture views more widely and to remove barriers to participation.

Members suggested reversing car park charge increases would encourage people to use town centres more, stating that car parks could be free in the evenings or the first hour could be provided for free. It was noted that the strategy of lower charges had been applied historically to help local town centres compete with the larger shopping centres surrounding the borough.

A concern regarding the lack of engagement with young people was highlighted. It was suggested that thought should be given as to how to engage different demographics using different methods, such as Instagram or events.

Following a query regarding whether funding was available for short-term improvements, it was confirmed there was an initial budget but that more funding streams needed to be explored. It was recommended detail of how and where funding might be provided from should be included in the action plan, and that promises of improvements should not be given until funding has been secured.

It was confirmed the slides from the presentation would be circulated to Members.

40. **APOLOGIES**

Apologies were received from Councillors Bello, Chadwick, Charles Bey, Lewis, Rowland and Soane. Councillor Charles Bey attended the meeting virtually.

41. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

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

The Town Mayor presented the minutes of the Council meeting held on 24 June 2025.

RESOLVED

- ◆ To approve the minutes of the Council meeting held on 24 June 2025 and that they be signed by the Mayor as a correct record.

Voting: For: 15 Against: 0 Abstentions: 2 No Vote: 0

43. **ACTIONS / FOLLOW UPS**

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

A suggestion was made that where earmarked reserves are reported on they should be linked to a specific project, reviewed quarterly and include a created date and end date. The Town Clerk agreed that the presentation of the earmarked reserve information would be reviewed going forwards.

44. **COMPOSITION OF THE COUNCIL**

RESOLVED

- ◆ To note that Councillor Nagra has resigned from the Labour group and, along with Councillor Charles Bey, have formed the Independent Group.
- ◆ To note the new composition of the Council:
 - Conservative Group: 17
 - Labour Group: 4
 - Liberal Democrat Group: 2
 - Independent Group: 2

45. **POLITICAL GROUP LEADERS**

RESOLVED

- ◆ To note that Councillor Charles Bey has been appointed as Leader, and Councillor Nagra as Deputy Leader of the Independent Group.

46. **COMMITTEE CHANGES**

- 46.1 It was proposed by Councillor Horskins, seconded by Councillor Smith, and following a vote it was:

RESOLVED

- ◆ To change the number of places for Members on the Council's Standing Committees (Strategy & Resources, Leisure Services, and Planning & Community), as stated in the terms of reference, to 9.

Voting: For: 16 Against: 0 Abstentions: 2 No Vote: 1

46.2 **RESOLVED**

- ◆ To note the following changes to appointments to Standing Committees following the reduction in places on each committee and reflecting the new political proportionality of the Council:
 - Strategy & Resources:
 - Councillor Horskins has been removed by the Conservative Group
 - Councillor Nagra has been removed by the Labour Group
 - Councillor Charles Bey has been appointed by the Independent Group
 - Leisure Services:
 - Councillor Lewis has been removed by the Conservative Group
 - Councillor Singh has been removed by the Labour Group
 - Councillor Nagra has been appointed by the Independent Group
 - Planning & Community:
 - Councillor Baker has been removed by the Conservative Group
 - Councillor Taylor has been replaced by Councillor Singh by the Labour Group
 - The Labour Group's previous vacant place has now been removed
 - The Independent Group have left one place vacant

- 46.3 It was proposed by Councillor Horskins, seconded by Councillor Baker, and following a vote it was:

RESOLVED

- ◆ To change the number of places for Members on the Bulmershe SULV Joint Sub Committee and Woodley Town Centre Partnership, as stated in the terms of reference, to 3.
- ◆ To suspend standing order 2.2 in relation to political proportionality for the appointment of Woodley Town Councillors to both the Bulmershe SULV Joint Sub Committee and the Woodley Town Centre Partnership

Voting: For: 19 Against: 0 Abstentions: 0 No Vote: 0

46.4 **RESOLVED**

- ◆ To note the appointments to the Bulmershe SULV Joint Sub Committee remain as Councillors Errawalla, Gilder and Taylor.
- ◆ To note the appointments to the Woodley Town Centre Partnership are now Councillors Bragg, Holmes and Singh.

47. **REQUEST FOR LEAVE OF ABSENCE**

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

RESOLVED

- ◆ To approve Councillor Chadwick's request for a 6-month leave of absence in order to care for her father.

48. **FINANCE UPDATE**

The Finance Manager set out the Council's budgetary control position, as provided in Report No. FC 4/25.

Following a comment, it was agreed to change the format in future to reflect figures in £thousands.

Members noted the report was very high level, with a more detailed report, supported by greater figures and analysis, provided to the Strategy & Resources Committee. It was explained that the main change was that the report provides a year end forecast rather than just the financial position as of now. Members noted the forecast was formulated based on transactional data from the accounts, looking at trends and forecasts, whilst incorporating known and assumed impacts, with the aim to aid decision making.

It was noted that the report forecast additional £36k spend against budget at the end of the year. The Finance Manager explained this was predominantly due to an accounting anomaly regarding the Memorial Recreation Ground Charity, with historic, unresolved net expenditure of £42k included on the banking sheet. It was noted that, with regards to the General Reserve, this was projected to be £70k greater than budgeted due to a better end to 2024/25 than projected.

With regards to potential future impacts to budgets, the Finance Manager highlighted the upcoming triennial pension scheme review, with a change in rates from 1 April anticipated. Members noted that the increase would likely not be known until November or December; the current contribution was noted as 27.2%, and that a 1% uplift would equate to approximately an additional £9k.

Following a request for an update on the new budgeting process, agreed at Strategy & Resources in April, the Town Clerk confirmed Officers were on track, with information regarding the precept consultation due to be circulated later this week and a date for further feedback due to be planned shortly. He explained that, in terms of the process, the Council was ahead of where it has been in previous years. With provisional budgets expected to be presented in the November cycle of meeting, rather than in January as previously.

It was commented that horizon scanning should also reference potential National Insurance increases and other changes which might be brought in by the Government.

Members concurred that better strategic planning and decision making would be supported by better financial forecasting process. Following comments about the decision made earlier in the year to fund a new pergola to the front of the Oakwood Centre, the Town Clerk confirmed Officers had taken on feedback from Members and that the intention in future would be to ensure a clear capital project report was provided to Strategy & Resources to ensure decisions were made in the context of the Council's overall financial picture and future project plans.

A suggestion was made that the Council, at the start of the election cycle, should've created a 4-year strategic plan to guide decision making.

Members raised concerns that the precept consultation only sought residents' views on the level of precept increase, with little supporting information provided and no

questions regarding preferred services or priorities as had been agreed at Strategy & Resources in April.

The Town Clerk acknowledged those concerns and commented that a QR code was provided directing people to further information on the Council's website. It was also noted that there was the intention for a following up public meeting off the back of the consultation. The Town Clerk agreed to circulate more details of the planned follow up meeting to Members. Members also noted the consultation had received around 1,300 responses.

RESOLVED:

- ◆ To note budgetary control update, set out in Report No. FC 4/25, as provided in the agenda.
- ◆ To note that the appropriate authorised bank signatories have checked and signed the Council's bank reconciliations up to 31 August 2025.

49. **COMMITTEE REPORTS**

49.1 **Minutes of the Extraordinary Leisure Services Committee: 15 July 2025**

Councillor Smith presented the minutes of the extraordinary Leisure Services Committee meeting held on 15 July 2025.

RESOLVED:

- ◆ To receive the minutes of the extraordinary Leisure Services Committee meeting held on 15 July 2025.

49.2 **Minutes of the Planning and Community Committee: 22 July 2025**

Councillor Sartorel presented the minutes of the Planning and Community Committee meeting held on 22 July 2025.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 22 July 2025.

49.3 **Minutes of the Planning and Community Committee: 26 August 2025**

Councillor Sartorel presented the minutes of the Planning and Community Committee meeting held on 26 August 2025.

Minute 57.1 – Transport & Highways: Community Speedwatch

Councillor Kennedy repeated a request for Woodlands Avenue to be placed on the list of locations for Speedwatch activities, and put himself forward as a volunteer.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 26 August 2025.

49.5 **Minutes of the Leisure Services Committee: 9 September 2025**

Councillor Smith presented the minutes of the Leisure Services Committee meeting held on 9 September 2025.

Minute 21 – Actions & Follow Ups

It was noted that a request was due to be taken to the Strategy & Resources Committee, seeking approval for Officers to start scoping works to improve play equipment at Wheble Park alongside the discussions to extend the park's lease from Reading Borough Council, but that this couldn't due to the planned September meeting being cancelled.

Following discussion and support from the Chairman of the Strategy & Resources Committee, Councillor Smith proposed, seconded by Councillor Taylor, and following a vote it was:

RESOLVED:

- ♦ For Officers to plan for the upgrade and improvement of play equipment in Wheble Park, including any associated consultation, costing and project planning, concurrently with discussions to extend the lease of the park from Reading Borough Council, with a final decision on the approval of any works to only take place once the lease has been resolved.

Voting: For: 19 Against: 0 Abstentions: 0 No Vote: 0

RESOLVED:

- ♦ To receive the minutes of the Leisure Services Committee meeting held on 9 September 2025.

50. **AUDIT 2024/25**

The Town Clerk presented the audited Annual Governance and Accountability Return for 2024/25. It was noted this had been received subsequent to the agenda being issued, with details circulated to Members via email.

The Town Clerk highlighted a small number of comments made by the external auditor, albeit not affecting their opinion, regarding the Council not providing evidence of matters regarding internal audit. He explained that he was taking these up with the external auditor as it was believed the Council had provided the required evidence.

RESOLVED:

- ♦ To receive the external auditor's opinion on the audit of the 2024/25 Annual Governance and Accountability Return, set out at **Appendix A**.

Voting: For: 19 Against: 0 Abstentions: 0 No Vote Registered: 0

- ♦ To adopt the audited Annual Governance and Accountability Return for 2024/25.

Voting: For: 19 Against: 0 Abstentions: 0 No Vote Registered: 0

- ♦ To note that the Notice of Conclusion of Audit had been displayed on public noticeboards at the Oakwood Centre and on the Council's website from 29 September 2025, a copy of which is provided at **Appendix B**.

51. **LEADER'S STATEMENT**

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

52. **APPOINTMENT OF INTERNAL AUDITOR**

Following a query, the Town Clerk confirmed the fee was the same for both years.

RESOLVED:

- ♦ To appoint April Skies Accounting as the Council's internal auditor for the 2025/26 and 2026/27 financial years, noting the auditor's suitable competence and independence from the Council as set out in the terms of engagement provided in the agenda.

Voting: For: 19 Against: 0 Abstentions: 0 No Vote Registered: 0

53. **CLIMATE EMERGENCY**

53.1 The Town Clerk set out Report No. SR 21/25.

A comment was made that, with 65% of the Council's footprint associated with third party suppliers through procurement, the Council might consider carrying out more work regarding sustainable procurement with suppliers. The Town Clerk confirmed that this was intended as part of the next phase.

A concern was raised with the financial impact should the Council be required to assess its carbon footprint all the way through until 2050.

53.2 It was proposed by the Councillor Baker, seconded by Councillor Smith, and

RESOLVED:

- ◆ That as the business would not be completed by 10pm, the meeting continue until 10:30pm in order to complete the business set out in the agenda.

Voting: For: 18 Against: 1 Abstentions: 0 No Vote Registered: 0

53.3 It was proposed by Councillor Jewell, seconded by Councillor Smith and following a vote:

RESOLVED:

- ◆ To commence offsetting the Council's market-based greenhouse gas emissions from the 2029/30 year onwards.

Voting: For: 17 Against: 0 Abstentions: 2 No Vote Registered: 0

53.4 Following a further vote, it was

RESOLVED:

- ◆ To 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.
- ◆ To 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.

Voting: For: 19 Against: 0 Abstentions: 0 No Vote Registered: 0

54. **LEISURE MANAGEMENT SYSTEM**

Members noted the request from the Leisure Services Committee that funding be provided for the purchase of a new leisure management system for Woodford Park Leisure Centre.

In relation to the ongoing £1,500 monthly costs associated with the system, it was noted that there was to be a saving of £400 per month in relation to the redundant system, as well as a potential £200 pm increased income from a reduction in lost revenue, meaning an overall increase in monthly expenditure of £900. It was also noted that membership costs had not been increased for at least 10 years.

Councillor Baker proposed that agreement to fund the new system should include an additional recommendation from Full Council, specifically asking the Leisure Services

Committee to investigate the opportunity to increase membership by £1 to cover the additional expenditure.

The Town Clerk confirmed that a review of charges would be taking place during budgeting, with the Leisure Services Manager reviewing the new costs in light of new income opportunities.

It was noted that staffing resource would be saved through the reduction in handling booking requests and payments. A query was raised as to whether affected staff would be moved onto other tasks or whether staffing would be reduced. The TC confirmed that there may be staff reductions, but that staff would more likely be used to support additional activities and service improvements. It was commented this could be looked at after 6-12 months as part of the budgeting process.

Following a query regarding inclusivity, it was noted members would still be able to book by phone if they wish to, although they would be encouraged to use the new system.

RESOLVED:

- ◆ To approve £22,000 funding from the WPLC VAT Reclaim earmarked reserve for the purchase of a new Leisure Management Solution.
- ◆ For the Leisure Services Committee to investigate the opportunity to increase membership to the Leisure Centre by £1 to cover additional expenditure associated with the new Leisure Management Solution.

Voting: For: 19 Against: 0 Abstentions: 0 No Vote Registered: 0

55. **OUTSIDE BODIES**

The Town Clerk confirmed he would look into the matter of Councillor Soane not being invited to the WBC Town Centre Strategy working group.

RESOLVED:

- ◆ To note Councillor Guttridge had stood down as the Town Council representative to Readibus, and that Councillor Charles Bey had been appointed in her place.
- ◆ To note the written reports from Town Council representatives on outside bodies provided to Members at the meeting, as included in the agenda.

56. **TOWN MAYOR'S ENGAGEMENTS**

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

57. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

58. **PUBLICITY AND WEBSITE**

Members noted the listed of press releases published by the Council since the last Full Council meeting, as provided in the agenda.

A request was made that details be provided as to how many of the Council's press releases have translated into articles being published elsewhere.

A comment was made that, with the Town Council having to be careful where and what it posts on social media, it would be useful for Councillors to share all Town Council posts with any other appropriate social media groups they are a part of.

Meeting closed at 10:20 pm

DRAFT

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

WOODLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2025

and recorded as minute reference:

30.3

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.woodley.gov.uk

Section 2 – Accounting Statements 2024/25 for

WOODLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	3,229,009	3,413,689	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,195,649	1,164,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,205,130	1,145,617	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,146,627	1,198,565	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	174,328	973,340	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	895,144	944,378	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,413,689	2,607,523	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

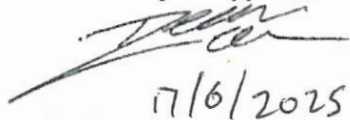
8. Total value of cash and short term investments	3,467,064	2,603,518	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	Restate 23/24 7,694,606	7,843,618	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,525,438	1,671,410	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date


17/6/2025

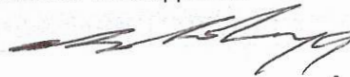
I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2025

as recorded in minute reference:

30.4

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Woodley Town Council - BE0100**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has not provided:

- evidence that it has considered the independence of the internal auditor during the year under review.
- evidence that it has considered and agreed the internal audit programme of work, having regard to the authority’s identified risks, during the year under review.

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to evidence of review procedures, documentation of processes, access to some records, old debtor balances and staff contracts. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

28/09/2025

Woodley Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2025

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

The Audit of accounts for **Woodley Town Council** for the year ended 31 March 2025 has been completed and the accounts have been published.

The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of **Woodley Town Council** on application to:

Kevin Murray
Town Clerk
The Oakwood Centre
Headley Road
Woodley
RG5 4JZ

Monday to Friday between 9am and 4 pm

Copies will be provided to any local government elector of the area on payment of £0.60 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Kevin Murray, Town Clerk

Date of announcement: 29 September 2025