



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. Charles Bey;
K. Gilder; M. Kennedy; 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 25 November 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) Payments

To note the payments as set out in ***Appendix 5a***:

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	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
September 2025	£186,792.55	£86,649.47
October 2025	£141,194.93	£75,159.61

b) 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 5b***.

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c) Internal Audit

To receive the first interim internal audit report for the 2025/26 financial year from the Council's internal auditors. (***Appendix 5c***)

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6. **OAKWOOD CENTRE INCOME UPDATE**

To note the following Oakwood Centre Income updates:

a) Bookings and Room Hire

Room hire income for April to October 2025 was £51,919 against a revised budget target of £62,823. Income against budget is shown at ***Appendix 6a***.

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b) Catering Income

Catering income through the contract with Crumbs for April to September 2025 was £5,227 against the budget target of £3,342. Income against budget is shown at ***Appendix 6b***.

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7. **COUNCIL STRATEGY TASK & FINISH WORKING GROUP**

To consider **Report No. SR 22/25**.

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8. **2026/27 PRECEPT CONSULTATION**

To note the responses to the Council's 2026/27 precept consultation, which ran from 11 August to 12 September 2025, were as follows:

- ◆ Total Responses Received = 1174
 - Option 1 - 89p increase 300 (26%)
 - Option 2 - 53p increase 200 (17%)
 - Option 3 - 18p increase 148 (13%)
 - Option 4 - no change 236 (20%)
 - Option 5 - decrease 290 (25%)

9. **BUDGET**

a) To note the budget monitoring report, provided at **Appendix 9**.

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b) To consider **Report No. SR 23/25**.

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10. **CAPITAL PROJECTS**

To consider **Report No. SR 24/25**.

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11. **LEISURE SERVICES RECOMMENDATIONS**

a) Youth Services

To consider the following recommendation, originally made at the Extraordinary Leisure Services Committee meeting held on 15 July 2025 (minute 15.1), but subsequently updated at the Committee meeting held on 11 November 2025 (minute 35):

- ◆ That the Strategy & Resources Committee, whilst noting a £1,500 reduction in costs* associated with the youth club provision, continue to consider the recommendation to provide an additional £5,030 to fund the provision of a Leadership Training Course, thus allowing the Sub Committee to re-allocate the £1,500 budget saving to fund additional holiday activities for young people.

Should this be approved, funding would be allocated from the general reserve.

**The reduction relates to a delayed start date and reduces anticipated expenditure from the Youth Services budget in 2025/26.*

b) Wheble Park Play Equipment

To note the following recommendation made at the Leisure Services Committee meeting held on 11 November 2025 (minute 40) – the recommendation will be considered within Report No. SR 24/25 under item 11 Capital Projects:

- ◆ That £40,000 funding be allocated for the replacement of play equipment in Wheble Park, as set out in **Report No. LS 31/25**.

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Should this be approved, funding would either need to be allocated from the general reserve or an appropriate earmarked reserve – EMR details are provided in the earlier budget item.

c) Allotments Rent Review

To consider the following recommendation made at the Leisure Services Committee meeting held on 11 November 2025 (minute 38):

- ◆ That the Strategy & Resources Committee approve the following allotments rent rates*, to commence from January 2027:

		<i>Non-Pensioner</i>		<i>Pensioner</i>	
		<i>2026</i>	<i>Proposed 2027</i>	<i>2026</i>	<i>Proposed 2027</i>
10 Poles	Woodley Resident	<i>£68.00</i>	<i>£71.10</i>	<i>£52.20</i>	<i>£53.50</i>
	Non-Woodley	<i>£99.40</i>	<i>£106.60</i>	<i>£75.80</i>	<i>£80.00</i>
5 Poles	Woodley Resident	<i>£34.00</i>	<i>£35.50</i>	<i>£26.10</i>	<i>£26.60</i>
	Non-Woodley	<i>£49.70</i>	<i>£53.30</i>	<i>£37.90</i>	<i>£40.00</i>

**The proposed allotment rent rates for 2027 are based on an RPI increase as at the September rate, as in previous years.*

12. **WOODLEY TOWN CENTRE PARTNERSHIP**
a) To receive the report of the Woodley Town Centre Partnership meeting held on 16 July 2025. (**Appendix 12a**) Page 53
b) To receive the report of the Woodley Town Centre Partnership meeting held on 15 October 2025. (**Appendix 12b**) Page 56
13. **PR & MARKETING SUB COMMITTEE**
To note **Report No. SR 19/25** of the PR & Marketing Sub Committee meeting held on 14 July 2025. Page 59
- 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 62
14. **STANDING ORDERS & FINANCIAL REGULATIONS SUB COMMITTEE**
To note **Report No. SR 26/25** of the Standing Orders & Financial Regulations Sub Committee meeting held on 20 October 2025. Page 64
- Members are asked to consider the following recommendation/s made at this meeting:
- i. That the recommended Standing Orders updates, set out at **Report No. SR 26/25 Appendix A**, be approved by the Strategy and Resources Committee and presented to Council for adoption. Page 67
- ii. That the recommended Financial Regulations updates, set out at **Report No. SR 26/25 Appendix B**, be approved by the Strategy and Resources Committee and presented to Council for adoption. Page 72
15. **COMMUNITY GRANTS**
a) To consider updating the Council's Community Grants to Community Groups and Organisations guidelines to specify that an organisation may only receive one grant from the Council, of any type, per financial year.
- This has been an unwritten rule applied to applications for many years, with organisations potentially able to apply for and receive both a Community and Annual Grant in the same financial year. The Planning & Community Committee approved the same change in relation to the Annual Grants Guidelines, at their meeting on 21 October 2025 (minute 79).
- Draft updated guidelines are provided at **Appendix 15.** Page 80
- b)** To consider **Report No. SR 27/25.** Page 82
16. **COUNCIL MEETING DATES 2026/27**
To recommend the proposed schedule of meetings for the 2026/27 municipal year, provided at **Appendix 16.** Page 87

17. **ACCESSIBILITY STATEMENT**

To note that, in relation to the Council's website, which is currently being upgraded for improved accessibility, an updated Accessibility Statement has been approved by the Town Clerk, as provided at **Appendix 17.**

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Public body websites are required to meet certain, minimum website accessibility standards. A new assertion in this year's Annual Governance and Accountability Return will require the Council to consider whether it has met its legal obligations in relation to digital and data compliance, including web accessibility.

18. **CCTV POLICY**

To approve the Council's CCTV Policy, provided at **Appendix 18.**

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19. **FUTURE AGENDA ITEMS**

To consider any future agenda items for the committee to consider.

20. **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.	COMPLETE All reclaimed VAT reimbursed to invoiced customers where possible and appropriate. £16,913 was reimbursed, leaving a sum of £116,777.	20/11/2025

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 introduced for future charges – due to be considered in January 2026.	20/11/2025

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 – work to do so should the progression of the theatre project take place.	20/11/2025
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

Meeting Date:		10 June 2025	
Minute	Action	Progress Update	Last Updated
6 b)	Members to be emailed payment information on a monthly basis.	COMPLETE SharePoint site now setup and shared with Councillors on which payments will be uploaded monthly.	20/11/2025
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
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 Saffety 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	Frasers 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	Wokingham 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	

Woodley Town Council**Current Account****List of Payments made between 01/09/2025 and 30/09/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
05-Sep-25	(Personal)	£234.59	VAT refund
05-Sep-25	(Personal)	£308.15	VAT Refund
08-Sep-25	A&E Fire & Security	£735.60	Fire Safety
30-Sep-25	AGA print Ltd - Solopress	£59.02	Event publicising
15-Sep-25	Alan Hadley Ltd	£480.00	Skip Hire
08-Sep-25	Aubergine 262 Ltd	£2,733.60	Website Set Up
30-Sep-25	Berkshire Pensions	£24,093.08	Pensions Sep25
15-Sep-25	Bowak Ltd	£601.71	Cleaning Supplies
01-Sep-25	Brake Bros Food Service Ltd	£336.02	Vending supplies
08-Sep-25	Brake Bros Food Service Ltd	£1,011.30	Vending supplies
15-Sep-25	Brake Bros Food Service Ltd	£796.24	Vending supplies
30-Sep-25	Brake Bros Food Service Ltd	£438.87	Vending supplies
01-Sep-25	Castle Water	£12,870.39	Water Apr-Jul25
08-Sep-25	Castle Water	£5,251.23	Water Aug25
29-Sep-25	Castle Water	£456.56	Water Aug25
30-Sep-25	Castle Water	£64.13	Water Sep25
18-Sep-25	Castle Water Ltd-DD	£17.56	Water supply 1Aug25-31Aug25
15-Sep-25	Churchill Contract Services Ltd	£2,139.11	Contract Cleaning
08-Sep-25	Circus Scene	£350.00	Christmas Extravaganza Supplies
01-Sep-25	Cloudy IT	£307.19	IT Equip
08-Sep-25	Cloudy IT Ltd	£2,592.00	Licence Fee
01-Sep-25	Club Manager Ltd	£106.80	Monthly subscription
15-Sep-25	Cooler Aid Ltd	£21.28	Office Water
18-Sep-25	Crown Gas & Power	£848.97	Gas 31Jul25-31Aug25
22-Sep-25	Ecotricity	£4,826.12	Elec 01Aug25-01Sep25
23-Sep-25	Ecotricity	£172.47	Elec 28Jul25-28Aug25
09-Sep-25	Ecotricity	£134.81	Elec 28Jun25-28Jul25
08-Sep-25	EDF Energy	£5.97	Elec Jul25
15-Sep-25	EDF Energy	£144.96	Elec Aug25
11-Sep-25	Epos Now Ltd D/D	£30.00	Support Licence
15-Sep-25	Ethos Communications Solutions Ltd	£569.71	Copier Charges
01-Sep-25	Eventu	£50.00	Projector Hire
15-Sep-25	Fraser's Office Supplies Ltd	£342.00	Furniture
01-Sep-25	Fresh Berkshire Ltd	£270.00	Room Hire Catering
30-Sep-25	Fresh Berkshire Ltd	£228.00	Room Hire Catering
08-Sep-25	Furniture @ Work Ltd	£783.60	Furniture
09-Sep-25	Global 4 Communications	£1,406.39	Phonelines & Broadband Aug25
30-Sep-25	GoCardless Ltd	£878.61	GoCardless fee Aug25
15-Sep-25	Greenhatch Building Surveys Ltd	£6,480.00	Building Survey
01-Sep-25	Hartley Tanker Services Ltd	£230.00	Waste Tank Emptying
08-Sep-25	Henry Street Garden Centre	£106.87	Horticultural Supplies
30-Sep-25	HMRC	£20,960.27	PAYE Sep25
30-Sep-25	Hughes Group	£1,920.00	Building Inspection fees
15-Sep-25	IBS Office Solutions Ltd	£253.33	Copier Charges
01-Sep-25	Killpest Control Services	£460.00	Pest Control
08-Sep-25	Killpest Control Services	£60.00	Pest Control
15-Sep-25	Killpest Control Services	£60.00	Pest Control
08-Sep-25	LAX Events Ltd	£1,560.00	AV Equipment
29-Sep-25	Les Mills Fitness UK Ltd	£231.30	Live Programme
08-Sep-25	Lister Wilder Ltd	£275.05	Premises Supplies
30-Sep-25	Lloyds Bank D/D	£60.35	Bank fees 10Aug25-9Sep25
02-Sep-25	Lloyds Bank D/D	£59.94	Bank fees 10Jul25-9Aug25
12-Sep-25	Lloyds Bank D/D	£225.17	Cardnet fees
15-Sep-25	Lyreco UK Ltd	£186.04	Office Supplies

04-Sep-25	Mailcoms Ltd D/D	£264.00	Franking Support & Service
15-Sep-25	MD Fire Doors Ltd	£3,297.23	Fire Door Inspections
15-Sep-25	Merchant Rentals Ltd	£45.60	Card machine rent Sep25
08-Sep-25	Peninsula Business Services Lt	£810.55	HR Support
29-Sep-25	PKF Littlejohn LLP	£3,528.00	Audit fees 2024.25
01-Sep-25	PPL PRS Ltd	£2,266.63	Music Licencing
30-Sep-25	PPL PRS Ltd	£3,629.47	Music Licencing
30-Sep-25	Prudential Assurance	£500.00	AVC payments Sep25
01-Sep-25	Public Works Loan Board	£5,874.06	Loan repayment
30-Sep-25	Public Works Loan Board	£49,923.08	Loan repayments
01-Sep-25	Quality Garden Supplies	£1,272.60	Horticultural Supplies
08-Sep-25	RES Systems Ltd	£1,572.85	Emergency Lighting
29-Sep-25	RES Systems Ltd	£572.22	Fire Alarm test
15-Sep-25	Screwfix	£556.16	Premises Supplies
08-Sep-25	Secure Heat	£285.30	Pipe works
04-Sep-25	SecureHeat	£250.20	Monthly Servicing
01-Sep-25	Select Environmental Services Ltd	£1,409.05	Refuse Collection
15-Sep-25	Select Environmental Services Ltd	£1,115.86	Refuse Collection
30-Sep-25	Siemens Financial Services	£1,236.62	Gym Equip Lease
15-Sep-25	SLCC Enterprises Ltd	£678.00	Training costs
29-Sep-25	SLCC Enterprises Ltd	£144.00	Training costs
29-Sep-25	Technical Services Ltd	£399.00	3G Pitch Inspection
01-Sep-25	Thames Valley Water Services Ltd	£606.00	Water Safety Testing
29-Sep-25	Thames Valley Water Services Ltd	£876.00	Water Safety Testing
15-Sep-25	Tudor Environmental	£251.21	Grounds Equipment
01-Sep-25	TV Licensing	£174.50	TV Licence
01-Sep-25	Wokingham BC	£2,858.00	Rates Sep25 Woodford Park
01-Sep-25	Wokingham BC	£526.00	Rates Sep25 Coronation Hall
01-Sep-25	Wokingham BC	£238.00	Rates Sep25 Chapel Hall
01-Sep-25	Wokingham BC	£1,808.00	Rates Sep25 Oakwood Centre

Total Payments

£186,792.55

Clerks Imprest Account

List of Payments made between 01/09/2025 and 30/09/2025

01-Sep-25	(Personal)	£110.00	Market Manager Aug25
12-Sep-25	(Personal)	£75.00	Deposit Refund
12-Sep-25	(Personal)	£30.00	Deposit Refund
12-Sep-25	(Personal)	£200.00	Deposit Refund
12-Sep-25	(Personal)	£15.00	Deposit Refund
12-Sep-25	(Personal)	£200.00	Deposit Refund
12-Sep-25	(Personal)	£65.00	Deposit Refund
22-Sep-25	(Personal)	£170.52	Deposit Refund
22-Sep-25	(Personal)	£15.00	Deposit Refund
22-Sep-25	(Personal)	£126.73	Deposit Refund
29-Sep-25	(Personal)	£346.55	Deposit Refund
29-Sep-25	(Personal)	£200.00	Deposit Refund
12-Sep-25	(Personal)	£200.00	Deposit Refund
05-Sep-25	(Personal)	£80.00	VAT Refund
05-Sep-25	(Personal)	£122.50	VAT Refund
05-Sep-25	(Personal)	£503.08	VAT Refund
05-Sep-25	ABC Kick	£553.65	VAT Refund
24-Sep-25	Amazon Business Account	£129.88	PPE
26-Sep-25	Amazon Business Account	£6.75	Premises Supplies
30-Sep-25	Amazon Business Account	£47.96	Premises Supplies
30-Sep-25	Amazon Business Account	£12.95	Premises Supplies
30-Sep-25	Amazon Business Account	£17.98	Premises Supplies
30-Sep-25	Amazon Business Account	£13.71	Premises Supplies

30-Sep-25	Amazon Business Account	£23.99	Premises Supplies
30-Sep-25	Amazon Business Account	£4.25	Premises Supplies
30-Sep-25	Amazon Business Account	£4.25	Premises Supplies
30-Sep-25	Amazon Business Account	£4.25	Premises Supplies
30-Sep-25	Amazon Business Account	£16.36	Premises Supplies
30-Sep-25	Amazon Business Account	£14.40	Premises Supplies
30-Sep-25	Amazon Business Account	£14.98	Premises Supplies
30-Sep-25	Amazon Business Account	£6.55	Premises Supplies
30-Sep-25	Amazon Business Account	£9.98	Premises Supplies
05-Sep-25	Berkshire Renegades	£2,275.15	VAT Refund
17-Sep-25	Black Country Metal Works Ltd	£190.00	Horticultural Supplies
17-Sep-25	Chew Valley Trees	£651.00	Horticultural Supplies
19-Sep-25	Cloudy IT	£24.00	Domain fee 21Oct25-21Oct26
05-Sep-25	GC United	£300.00	VAT Refund
05-Sep-25	Henley Ladies Badminton Club	£40.15	VAT Refund
05-Sep-25	Kick Twist Cheerleading	£37.50	VAT Refund
12-Sep-25	Lloyds Bank	£16.25	Bank Fees 10Jul25-9Aug25
19-Sep-25	Lyreco UK Ltd	£19.68	Premises supplies
30-Sep-25	Payroll	£60,137.66	Payroll Sep25
29-Sep-25	Quality Garden Supplies	£6,340.80	Horticultural Supplies
05-Sep-25	Reading & District Model Aircr	£16.65	VAT Refund
05-Sep-25	Reading Rugby Football Club	£6.75	VAT Refund
08-Sep-25	Royal Mail Group Ltd	£346.99	Postage Services
19-Sep-25	Royal Mail Group Ltd	£1,044.65	Postage Services
05-Sep-25	Silver Fox Badminton Club	£51.25	VAT Refund
05-Sep-25	Skyguard Limited	£47.94	People safe app
05-Sep-25	SSKA	£490.75	VAT Refund
05-Sep-25	Team Volta Ltd	£1,696.50	VAT Refund
30-Sep-25	The BSS Group Ltd	£41.35	Premises supplies
05-Sep-25	The Monday Club	£34.10	VAT Refund
08-Sep-25	Trade UK	£14.48	Premises supplies
08-Sep-25	Woodley Bowling Club	£149.57	Event Costs
05-Sep-25	Woodley Netball Club	£939.59	VAT Refund
05-Sep-25	Woodley Pensioners FC	£9.00	VAT Refund
05-Sep-25	Woodley Saints Football Club	£308.50	VAT Refund
05-Sep-25	Woodley United Football Club	£7,024.94	VAT Refund
04-Sep-25	Yehlex UK	£1,053.00	Sports Equipment

Total Payments

£86,649.47

Woodley Town Council**Current Account****List of Payments made between 01/10/2025 and 31/10/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
01/10/2025	AGA Print Ltd	58.67	Events Materials
23/10/2025	AGA Print Ltd	89.70	Events Materials
23/10/2025	Alan Hadley Ltd	480.00	Skip Hire
27/10/2025	Berkshire Pensions	23,746.89	Employer pensions Oct25
23/10/2025	Beyond First Aid	360.00	Event medic
23/10/2025	Bowak Ltd	685.01	Cleaning Supplies
01/10/2025	Brake Bros Ltd	311.16	Vending Supplies
23/10/2025	Brake Bros Ltd	270.37	Vending Supplies
01/10/2025	Broxap Ltd	1,882.80	Park benches
23/10/2025	Carbon Footprint Ltd	4,800.00	Software Licence
14/10/2025	Cardnet	194.28	Cardmachine charge fees
01/10/2025	Castle Water	4,981.57	Water Sep25
01/10/2025	Castle Water	2.67	Water Sep25
20/10/2025	Castle Water Ltd-DD	16.99	Water Sep25
23/10/2025	Circus Scene	1,550.00	Event support
01/10/2025	Cloudy IT	1,594.20	IT equipment
01/10/2025	Club Manager Ltd	106.8	Monthly subscription
16/10/2025	Crown Gas & Power	440.53	Gas Sep25
16/10/2025	Crown Gas & Power	137.76	Gas Sep25
16/10/2025	Crown Gas & Power	117.29	Gas Sep25
16/10/2025	Crown Gas & Power	674.29	Gas Sep25
20/10/2025	Ecotricity	510.67	Elec Sep25
20/10/2025	Ecotricity	93.9	Elec Sep25
20/10/2025	Ecotricity	60.89	Elec Sep25
20/10/2025	Ecotricity	2,492.16	Elec Sep25
27/10/2025	Ecotricity	706.79	Elec Sep25
10/10/2025	Epos Now Ltd D/D	30	Support Licence
23/10/2025	Eventu	50.00	Projector hire
23/10/2025	Fresh Berkshire Ltd	156.00	Event catering
09/10/2025	Global 4 Communications	1,401.22	Telephones
01/10/2025	Henry Street Garden Centre	499.12	Horticultural Supplies
27/10/2025	HMRC	21,014.05	Employee PAYE Oct25
01/10/2025	Kill Pest	60.00	Pest Control
23/10/2025	Kill Pest	400.00	Pest Control
23/10/2025	Lamps & Tubes Ltd	1,078.20	Lighting Equipment
27/10/2025	Les Mills Fitness UK Ltd	231.3	Live program
28/10/2025	Lloyds Bank D/D	82.02	Bank Fees
15/10/2025	Merchant Rentals Ltd	45.6	Card machine rent Oct25
01/10/2025	Pat Pals	795.55	PAT testing
07/10/2025	Peninsula Business Services Lt	810.55	HR Support
27/10/2025	Prudential Assurance	500.00	AVC's
27/10/2025	PWLB	6,676.72	Loan repayment
01/10/2025	RASE Outdoor Living	42,356.00	Construction works
01/10/2025	Reading Community energy	1,510.26	ElectricityJul-Sep25
01/10/2025	Royal Mail	281.41	Postage Services
23/10/2025	Screwfix	1,790.91	Premises Supplies
01/10/2025	Secureheat	2,495.18	Heat exchanger
06/10/2025	SecureHeat	250.2	Monthly Servicing

28/10/2025	Siemens Financial Services	1,236.62	Gym Equip Lease
01/10/2025	Travis Perkins	71.70	Premises Supplies
23/10/2025	Tudor Environmental	4,626.93	Horticultrual Supplies
01/10/2025	Unek Building Consultants	950.00	Access Audit
01/10/2025	Wokingham BC	£2,858.00	Rates Oct25 Woodford Park
01/10/2025	Wokingham BC	£526.00	Rates Oct25 Coronation Hall
01/10/2025	Wokingham BC	£238.00	Rates Oct25 Chapel Hall
01/10/2025	Wokingham BC	£1,808.00	Rates Oct25 Oakwood Centre

Total Payments

£141,194.93

Clerks Imprest Account

List of Payments made between 01/10/2025 and 31/10/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
03/10/2025	(Personal)	354.65	VAT Refund
03/10/2025	(Personal)	440.00	Town Centre Manager
15/10/2025	(Personal)	6.00	Cancellation refund
15/10/2025	(Personal)	75.00	Deposit refund
15/10/2025	(Personal)	75.00	Deposit refund
15/10/2025	(Personal)	75.00	Deposit refund
15/10/2025	(Personal)	200.00	Deposit refund
15/10/2025	(Personal)	200.00	Deposit refund
15/10/2025	(Personal)	75.00	Deposit refund
15/10/2025	(Personal)	75.00	Cancellation refund
17/10/2025	(Personal)	378.29	VAT Refund
17/10/2025	(Personal)	378.29	VAT Refund
28/10/2025	(Personal)	200.00	Deposit refund
28/10/2025	(Personal)	200.00	Deposit refund
28/10/2025	(Personal)	125.00	Deposit refund
28/10/2025	(Personal)	200.00	Deposit refund
31/10/2025	(Personal)	200.00	Deposit refund
31/10/2025	(Personal)	200.00	Deposit refund
31/10/2025	(Personal)	125.00	Deposit refund
31/10/2025	(Personal)	200.00	Deposit refund
20/10/2025	Adobe Systems Software Ireland	773.86	Licence
23/10/2025	Adobe Systems Software Ireland	198.96	Licence
01/10/2025	Amazon Business Account	79.99	Equipment
02/10/2025	Amazon Business Account	169.99	Equipment
03/10/2025	Amazon Business Account	275.00	Premises supplies
05/10/2025	Amazon Business Account	23.80	Premises supplies
06/10/2025	Amazon Business Account	263.97	Premises supplies
06/10/2025	Amazon Business Account	4,000.00	Premises supplies
06/10/2025	Amazon Business Account	79.90	Premises supplies
06/10/2025	Amazon Business Account	68.46	Premises supplies
06/10/2025	Amazon Business Account	5.99	Premises supplies
07/10/2025	Amazon Business Account	119.98	Premises supplies
09/10/2025	Amazon Business Account	22.17	Office Supplies
13/10/2025	Amazon Business Account	11.99	Office Supplies
14/10/2025	Amazon Business Account	21.98	Office Supplies
14/10/2025	Amazon Business Account	7.67	Premises supplies
14/10/2025	Amazon Business Account	72.16	Premises supplies

14/10/2025 Amazon Business Account	22.94 Premises supplies
14/10/2025 Amazon Business Account	27.21 Premises supplies
14/10/2025 Amazon Business Account	28.21 Office Supplies
15/10/2025 Amazon Business Account	199.00 Equipment
21/10/2025 Amazon Business Account	5.08 Office equip
21/10/2025 Amazon Business Account	7.17 Office Supplies
21/10/2025 Amazon Business Account	28.49 Office Supplies
22/10/2025 Amazon Business Account	159.95 Equipment
23/10/2025 Amazon Business Account	899.99 Premises supplies
27/10/2025 Amazon Business Account	226.99 Premises supplies
27/10/2025 Amazon Business Account	34.00 Office Supplies
28/10/2025 Amazon Business Account	6.95 Office Supplies
23/10/2025 appliances direct	768.75 Equipment
23/10/2025 Brewers Decorator Centres	115.00 Premises supplies
23/10/2025 Brewers Decorator Centres	65.00 Premises supplies
15/10/2025 Canva	99.99 Subsription
23/10/2025 Canva	99.99 Subssription
23/10/2025 Earth Anchors Ltd	244.80 Premises supplies
27/10/2025 Hughes Group	1,920.00 M&E inspection
11/10/2025 Lloyds Bank D/D	11.86 Bank fees 10Aug25-9sep25
09/10/2025 Maiden Erleigh Laundrette	80.00 Laundry
22/10/2025 Payroll	59,704.11 Payroll Service
06/10/2025 PETTY CASH A/C	175.69 Petty cash top up
27/10/2025 Royal Mail Group Ltd	68.34 Postage services
06/10/2025 Skyguard Limited	47.94 Safety app
23/10/2025 Thomson Reuters	112.80 Minor works contract
01/10/2025 Trade UK	0.90 Premises supplies
27/10/2025 Trade UK	20.36 Premises supplies

Total Payments

£75,159.61

APPENDIX 5b

THE PUBLIC SECTOR DEPOSIT FUND

2025-2026

INTEREST BROUGHT FORWARD	£389,782.84
INTEREST CURRENT YEAR	£62,080.57
TOTAL INVEST INCOME	£451,863.41 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	0.35%
Tuesday, 30 September 2025	1 Sept to 30 Sept 25	£4,561.25		1,383,497.72	0.33%
Friday, 31 October 2025	1 Oct to 31 Oct 25	£4,707.40		1,388,205.12	
Sunday, 30 November 2025	1 Nov to 30 Nov 25			1,388,205.12	
Wednesday, 31 December 2025	1 Dec to 31 Dec 25			1,388,205.12	
Saturday, 31 January 2026	1 Jan to 31 Jan 26			1,388,205.12	
Saturday, 28 February 2026	1 Feb to 28 Feb 26			1,388,205.12	
Tuesday, 31 March 2026	1 Mar to 31 Mar 26			1,388,205.12	
Total		33,731.91	0.00	33,731.91	
Total re-investment to date		£283,205.12			
Current holding Investment		£1,105,000.00			
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	£3,833.31		1,162,702.16	
Friday, 31 October 2025	1 Oct to 31 Oct 25	£3,956.13		1,166,658.29	
Sunday, 30 November 2025	1 Nov to 30 Nov 25			1,166,658.29	
Wednesday, 31 December 2025	1 Dec to 31 Dec 25			1,166,658.29	
Saturday, 31 January 2026	1 Jan to 31 Jan 26			1,166,658.29	
Saturday, 28 February 2026	1 Feb to 28 Feb 26			1,166,658.29	
Tuesday, 31 March 2026	1 Mar to 31 Mar 26			1,166,658.29	
Total		28,348.66	0.00	28,348.66	
Total re-investment to date		£168,658.29			
Current holding Investment		£998,000.00			

April Skies

Accounting

Kevin Murray
Woodley Town Council

27 October 2025

Dear Kevin

Woodley Town Council - Internal Audit **First Interim Internal Audit 25-26**

Following the interim audit completed on 21 October, I attach my report for consideration by the Council. This was the first of four audits I intend to carry out to support my opinion on the 25-26 Annual Governance and Accountability Return (AGAR). I covered the following at this visit:

- Review of opening balances and reporting of 24-25 audit opinion
- Follow up previous recommendations
- Review of accounting and VAT processes
- Testing of expenditure first 6 months of financial year
- Testing of income - first 6 months of financial year
- Budget monitoring reports and
- Salaries and wages
- Arrangements for inspection of accounts
- Bank reconciliations.

I am pleased to report that the Council has successfully maintained a robust system of financial control, and I have identified no matters to date that would result in a negative opinion on the year-end internal audit report. At Appendix A I list recommendations arising from interim audit work on the 25-26 internal audit.

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement. The internal audit reports should therefore be made available to all members to support and inform them when they are considering the Authority's approval of the annual governance statement. I am required by Section 4 of the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of testing carried out at the interim audit.

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

A. Books of Account

First Interim Audit

The Council uses the RBS Omega accounting system, an industry specific accounting package to record accounting transactions. Woodley also uses the following modules supplied by RBS that feed directly into the accounting system:

- allotments
- purchase ledger
- sales ledger
- Purchase ordering has been added since my last audit and is being used
- The asset register module

The Council is moving to a new finance system in the next 2-3 months. I have agreed with the RFO that I will carry out an additional visit to the Council in the new calendar year, to complete the following work:

- Check that the trial balance has been correctly transferred from the current Rialtas accounting system on to the new finance system;
- To discuss financial controls in the new system to ensure that key reconciliations are in place.

I have tested the brought forward balances against the audited prior year annual return and can confirm these have been brought forward correctly. Box 7 on the audited accounts for 24-25 was £2,607,523. This agrees to the period 0 balance sheet on the Rialtas accounting system for the current financial year.

I will check VAT returns at my next interim audit.

B. Financial Regulations & Payments

First Interim Audit

The annual review of Financial Regulations and Standing Orders was undertaken at the recent sub-committee meeting, and both documents are due for approval at the next meeting of Full Council.

The Council gives authority to spend via the annual budget process. The budget is published annually in the budget book. Service managers are permitted to place orders for goods and services against approved budgets. Purchase orders must be raised for all expenditure where a contract is not in place.

Invoices are sent to the RFO. Once confirmation of receipt of goods or service has been confirmed by budget manager, these invoices are loaded on to the purchase ledger and coded to the relevant cost centre. The RFO prepares the weekly payment run. All invoices are scanned and attached to a batch schedule and sent to the Clerk for review. The invoice batch is then sent to 2 from a panel of 4 councillors, who authorise invoices for payment. The payments are set up at the bank by the RFO and authorised by the Clerk (or back up bank signatories). Invoice batch and evidence of authorisation is filed by the RFO. There has been no change to this process in 25-26.

☎ 07958 990310

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The Council has a robust procedure in place to ensure that all expenditure is authorised in line with financial regulations. I selected a sample of 12 transactions from all cashbooks for the first 6 months of the financial year and tested the following:

- Transaction could be agreed back to invoice
- Purchase order in place and authorised appropriately
- Payment approval emails were on file from 2 councillors for payments made from the main bank account
- Payment approval properly evidenced by Clerk and RFO for payments made from the imprest account
- Direct debit payments approved at a Council
- Expenditure appropriate for the Council

My testing identified two minor points;

- Payment made to Woodley Carnival Committee – resolution was not specifically recorded in minutes. All grant payments should be approved by councillors at an appropriate council meeting
- Business rates payments have been omitted from the minute listing direct debts to be paid in 25-26.

I was pleased to note that the Council now rotates expenditure authorisation duties around a panel of signatories. This clears a recommendation raised at previous audits.

C. Risk Management & Insurance

First Interim Audit

To be reviewed at next interim audit once risk assessment and insurance updates have been actioned.

D. Budget, Precept & Reserves

First Interim Audit

The Council continues to monitor the Council's financial position on a quarterly basis, as required by Financial Regulations. I reviewed reports reviewed at the September 30 meeting of Full Council (Agenda item 9), this meeting considered the Council's financial position at 30 August 2025. I note that a number of improvements have been made to the budget monitoring process in 25-26:

- Improved narrative reporting
- More timely budget reporting
- Addition of year end projections, rather than reliance on a budget v actual position statement.

The budget setting process for 26-27 has been initiated - this will be examined in more detail at my next audit.

☎ 07958 990310

✉ mike@aprilskies.co.uk

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E. Income

First Interim Audit

I selected a sample of transactions from the cashbook for the first 6 months of the financial year. For all transactions tested I was able to agree income recorded in the cashbook back to appropriate documentation:

- Record of card / cash receipts recorded on till roll at WPLC . I checked that cash per till agreed to cash recorded on the daily cashing up sheet, which has been signed off by 2 officers. Cash was then checked into the bank account, and agreed to the accounting system
- Gym income – checked to Gocardless system, which is used to collect gym membership income. Credit also checked to the council's bank account.
- Invoice raised by the Council – I checked appropriate fees and charges have been applied, and where discounts have been awarded to regular hirers / local clubs. These are within the 20% threshold permitted in the Council's scheme of delegation, as approved at S&R Committee in June 2023. It is recommended that the Clerk reports all discounts awarded annually. This would
 - o Provide a transparency check to confirm all discounts have been awarded appropriately and in line with Council priorities
 - o Provide a record of the cost of any discounts awards

I reviewed the Council's sales ledgers. At the date of my audit:

- Woodford Park sales ledger was clear, with all debts recorded current.
- Sundry debtors sales ledger was in good order, with a total debtor balance of £16,689. Of this only £1.8K is over 30 days old, mainly owed by public sector bodies. There are a small number of old credits on this sales ledger, amounting to £1.2K, these should be reviewed before transfer to the new accounting system .

It is recommended that Woodford Park invoicing is moved on to the new finance system once this is operational.

F. Petty cash

To be reviewed at a later interim audit

G. Payroll

First Interim Audit

Payroll is processed monthly by an external contractor, Safeguard Payroll.

I tested the payroll for August 25. I tested the following payments from cashbook, back to payroll records:

- Net pay paid to staff. I confirmed that payroll had been set up by agency / checked by RFO and authorised by Clerk – evidence of checks in the process and approval evidenced
- Payment to pension provider – cashbook payment agreed to payroll
- Payment to HMRC - cashbook payment agreed to payroll

I also tested pay for four individual staff members, working from payroll records back to contracts of employment. At this audit I tested office staff only, I will test Leisure Centre staff at a later audit. I was able to confirm gross pay for all 4 officers to contracts held on file – these contracts had not been signed at the time of my audit. This has now been rectified.

The Town Clerk confirmed that the Council has contracted with Peninsula to enhance HR support and documentation. I repeat a recommendation from my last audit that the Council must complete an exercise to check that all staff have a signed contract on file and that monthly pay for all officers can be readily reconciled to contracts.

H. Assets and investments

Year end test

I. Bank reconciliations

First Interim Audit

The Council operates 7 cashbooks on the Omega accounting system, in addition to 5 petty cash and fuel accounts.

Monthly bank reconciliations for all bank accounts are promptly after each month end . This is clearly evidenced in the Council's bank reconciliation file. I reviewed the September 2025 bank reconciliation in detail. I confirmed the following for all 7 cashbooks:

- All balances on the bank reconciliation were agreed back to bank statements / Accounting system
- PWLB balances on the accounting system were checked to PWLB statements
- Arithmetic checked for accuracy.
- Any un-presented items were checked to subsequent clearance through bank.
- All reconciliations were checked to confirm prompt review by a councillor

At the time of my audit, Councillor review of the bank reconciliations for September was due. File review confirms this control has been in place on an ongoing basis in 25-26.

J. Year-end accounts

Year end audit

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

To be reviewed at later audits

M: Arrangements for Inspection of Accounts
First Interim Audit

Inspection periods for 24-25 accounts were set as follows

Inspection - Key date	24-25 Actual
Accounts approved at Full Council	24 June
Announcement	27 June
Inspection period begins	30 June
Inspection period ends	8 August
Correct length	Yes – 30 days

The Council met the requirements of this control objective.

N: Publication requirements 24-25 AGAR

First Interim Audit

I confirmed that the Council has correctly loaded the audited accounts, annual governance statement and audit certificate for 24-25 on to the Council website. The conclusion of audit certificate has been correctly published, with a date of 29 September , in advance of the 30 September deadline, but after the date of the audit certificate (28 September) . The Council did well to meet statutory deadlines, given the late external audit certificate. The audit certificate was reported to Council at the September meeting of Full Council (minute 50).

The external auditors raised 2 points in the other matters section of the their certificate. For clarity it is recommended that the Council explicitly notes that it has considered my independence and audit programme at a Council meeting in the course of 25-26. This is evidenced by:

- My engagement letter
- Details of audit visits set out in the engagement letter and work programmes I send to the RFO before each audit commences

O. Trusteeship
Second Interim Audit

The Council is Trustee of Woodley Memorial Recreation Ground – Charity 300098. The Council has not yet submitted the 24-25 annual return to the Charity Commission, this needs to be done before the end of January 2026. . Separate books of account are maintained for the Charity. I am satisfied that payments to the Council from the Charity are properly approved at a meeting of the Charity each year.

☎ 07958 990310

✉ mike@aprilskies.co.uk

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 6 Uplands Road. Farnham GU9 8BP

I would like to thank you and Derren for your assistance with the audit. I look forward to working with you on the next interim audit in the new year, in the meantime please do not hesitate to contact me if I can be of any assistance.

Kind regards



Mike Platten CPFA

Appendix A
Matters arising
First Interim Audit 25-26

☎ 07958 990310

✉ mike@aprilskies.co.uk

Company Registration Number 14174016
6 Uplands Road. Farnham GU9 8BP

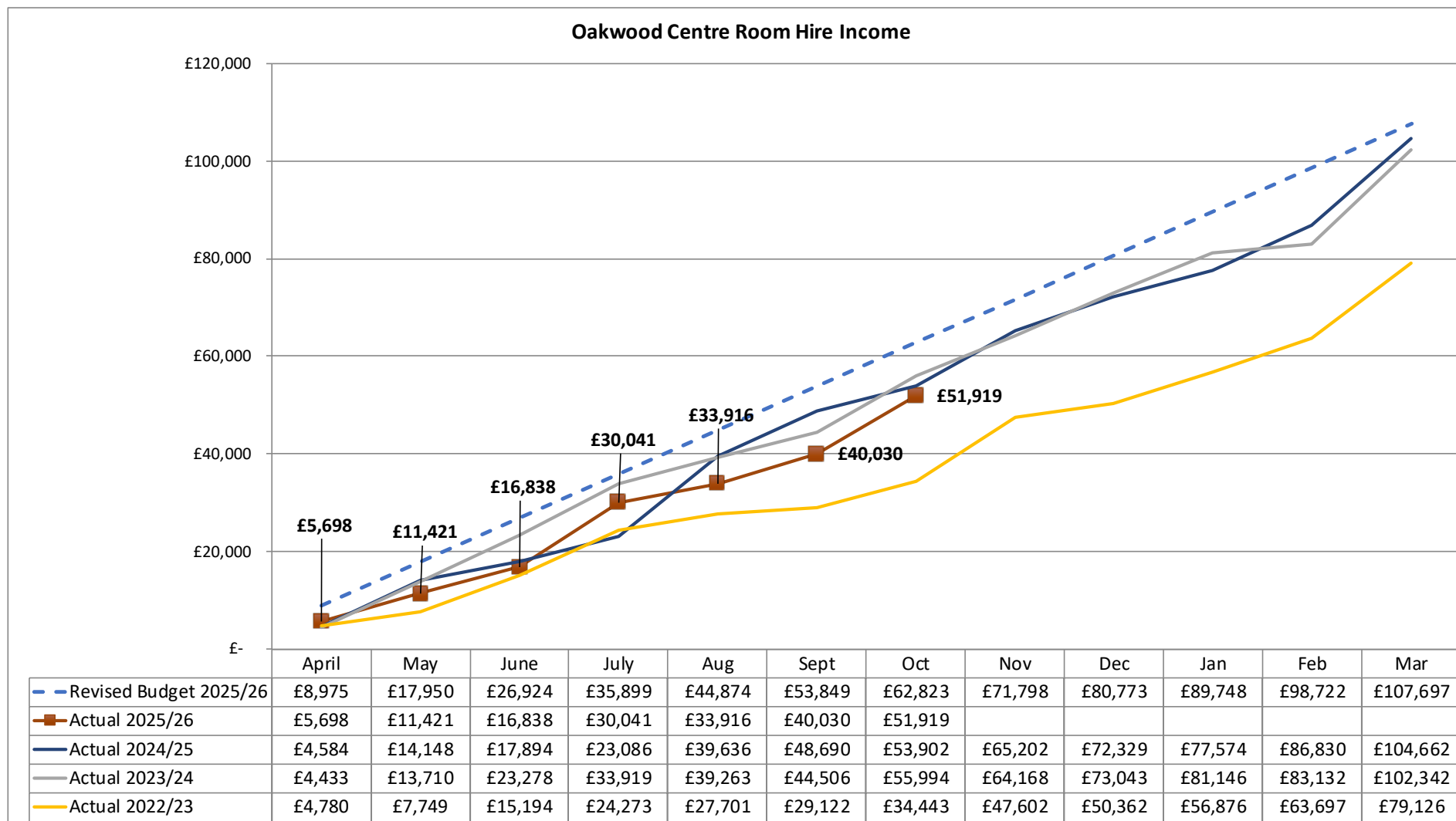
Matter Arising	Recommendation	Council Response
Payment made to Woodley Carnival Committee – resolution was not specifically recorded in minutes.	All grant payments should be approved by councillors at an appropriate council meeting	
Business rates payments have been omitted from the minute listing direct debts to be paid in 25-26	Update direct debit listing for next financial year	
Discounts for regular hirers.	It is recommended that the Clerk reports all discounts awarded annually. This would - Provide a transparency check to confirm all discounts have been awarded appropriately and in line with Council priorities - Provide a record of the cost of any discounts awards	
Woodford Park sales ledger	It is recommended that Woodford Park invoicing is moved on to the new finance system once this is operational	
Staff contracts of employment	I repeat a recommendation from my last audit that the Council must complete an exercise to check that all staff have a signed contract on file and that monthly pay for all officers can be readily reconciled to contracts.	

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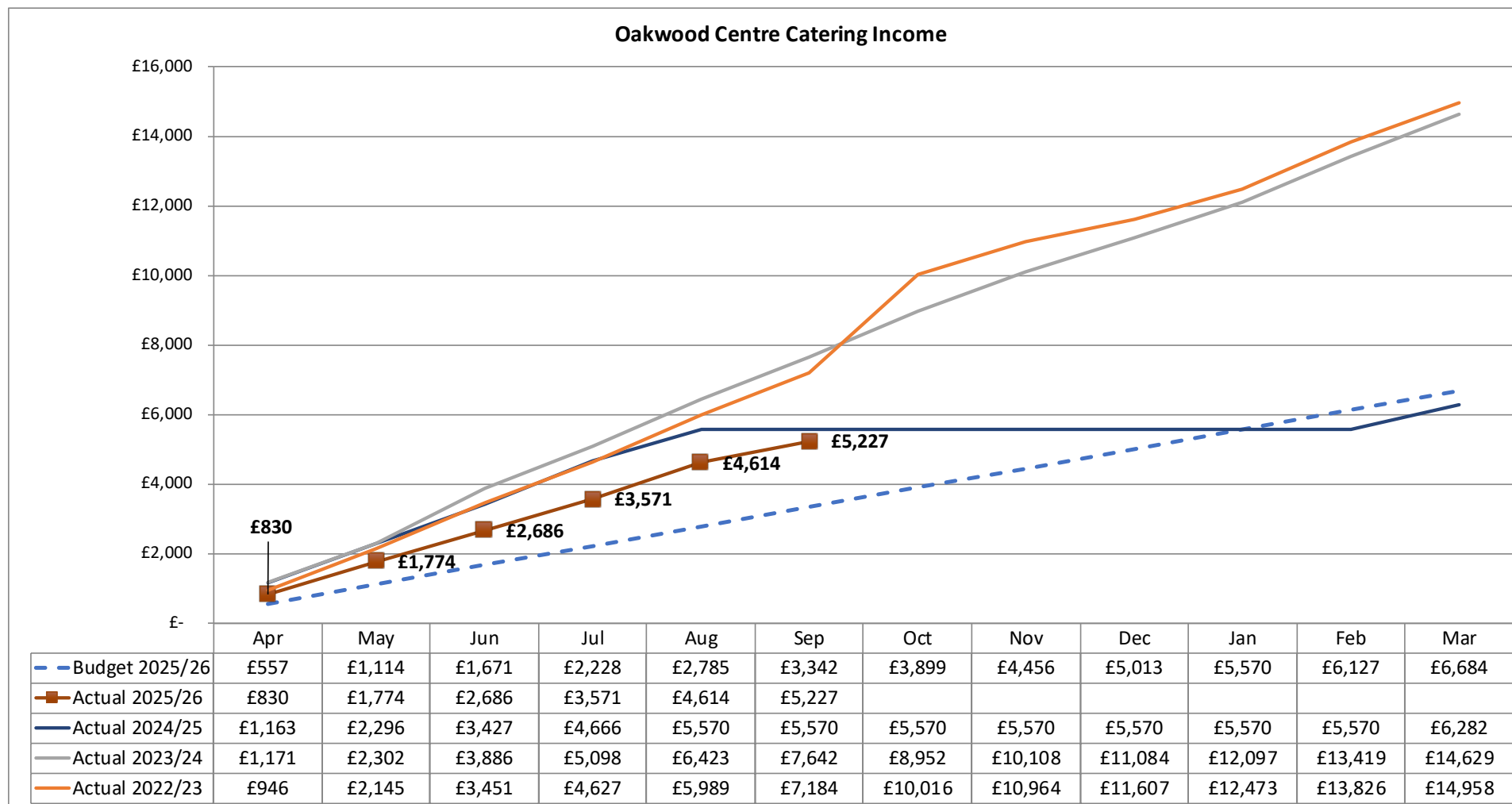
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APPENDIX 6a



APPENDIX 6b



STRATEGY TASK & FINISH GROUP

REPORT OF THE TOWN CLERK

Purpose of Report

To request that Members appoint to a Council Strategy Task & Finish Working Group to develop an overarching strategy for the Council which will support public engagement and financial decision making.

Background

Members have expressed a wish over the last two years to develop a strategy for the Council that will form a basis for public consultation and inform the Council's decision making in terms of the services provided and the setting of the precept level each year.

Historically the Council has not had a defined strategy although it was worked to broad, unwritten priorities around the provision of affordable sport and exercise services at the leisure centre, parks & open spaces, allotments, supporting young people, provision of community buildings, community representation and grants to local organisations.

The development of a strategy to guide service provision and the allocation of resources will reduce the reliance on custom and practice and increase both Members and public confidence in the direction of the Council and the decisions being made.

Precept, revenue budget and project funding decisions will be considered in the context of the strategy, which in turn will be informed by residents through greater and more effective public engagement.

Proposal

It is proposed that the Committee appoint to the Task & Finish Working Group, as set out in the Terms of Reference attached at **APPENDIX A**.

The overall aim will be to develop a 3-year strategy to set out the Council's priorities that will guide decision making and allocation of resources, which will be submitted to the Strategy and Resources Committee for adoption. The terms of reference provide more detail on the actions that the group can take to achieve this. The activities of the group will also consider public engagement activities that can directly inform decision making. This was a point raised at the last Full Council meeting in that the consultation on precept level did not contain any context in terms of the Council's financial position or the implications for service provision.

It is intended that this approach, combined with the improvements in financial reporting and budget oversight by Members, will result in better informed decision making.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members appoint to a Strategy Task & Finish Group as set out in the report.**
- ◆ **That Members consider and approve the Terms of Reference for the Strategy Task & Finish Group.**

Woodley Town Council 2025.26 Budget Monitoring Report As at November 2025

1. Introduction

1.1. This report provides Councillors with Woodley Town Council's indicative 2025.26 budget outturn position as at November 2025.

1.2. This provisional 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.

2. Headline Summary

2.1. The Council's forecast budget outturn for 2025.26 is as follows;

Details	2025.26 Budget Monitoring			
	2024.25 Final Outturn	2025.26 Original Annual Forecast	2025.26 Revised Annual Forecast	2025.26 Forecast Budget Variance
	£	£	£	£
INCOME & EXPENDITURE				
Income	-2,310,117	-2,229,949	-2,280,381	50,432
Gross Expenditure	2,310,631	2,368,506	2,469,043	-100,537
Net Expenditure	514	138,557	188,662	-50,104
GENERAL RESERVES				
Opening balance	-789,058	-682,768	-788,544	105,776
Closing Balance	-788,544	-544,216	-599,882	-50,104

2.2. Councillors will note that despite an in year overspend the forecast closing general reserve position has improved by **£55k** on the original forecast because of a late improvement to the 2024.25 outturn position after the previous years budget was finalised.

2.3. This shows that the council is forecasting a year end adverse variance of **£50k** vs the approved budget of **£138k**. Full detail behind these headline figures can be seen in the budget appendix.

2.4. Whilst there are many compensating variances throughout the budget that have arisen in year in response to changing circumstances and decisions (as detailed on the appendices) ultimately the main reason that can be attributed to this forecast position is the inclusion of Memorial ground historic net expenditure up to 31 March 2025 was not included in the final

outturn position for 2024.25 and so has been 'expensed' in the current year to correct this and is a one-off accounting entry which accounts for **£37k**.

2.5. Outside of this additional expenditure then the remaining variance of **£13k** is attributable to in year activity which is essentially a complex arrangement of variances arising from changes in circumstances, reacting to changing needs such as regulatory requirements, price changes beyond the Councils control and fluctuations in demand for services. Mitigation of all of these components are being actively managed by Council officers who will look to offset this £13k between now and the remaining 5 months to the end of the financial year.

3. Conclusion

3.1. This budget shows an increase in net expenditure of **£50k** from the budgeted position of **£138k** to **£188k**.

3.2. This budget is being presented for the Committee to note in terms of the latest forecast outturn position and that it feeds into the second paper on this agenda which is that of the 2026.27 budget build and medium term forecast to 2028.29.

Woodley Town Council

2026.27 Budget Build & Medium Term Budget 2026.27 to 2028.29

Report as at November 2025

1. Introduction

- 1.1. This report provides Councillors with Woodley Town Council's initial draft 2026.27 budget and a provisional look at the medium term picture for the three year period ending 31 March 2029.
- 1.2. This provisional 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.
- 1.3. This is not the finalised budget for 2026/27, nor does it seek to determine a precept level to be set. At this stage the draft budget is only provisional; finalised budgets, adjusted with up to date knowledge of current expenditure, other appropriate adjustments and following any further Committee recommendations, will be presented during the January meeting cycle.

2. Headline Summary

2.1. The Council's proposed budget for 2026.27 is as follows;

Table 1: Summary budget position 2026.27

Details	2025.26 Budget Monitoring				2026.27 Draft Budget £	2026.27 vs 2025.26 Original £
	2024.25 Final Outturn £	Original Annual Forecast £	Revised Annual Forecast £	Forecast Budget Variance £		
Total Income	-2,310,117	-2,229,949	-2,280,381	50,432	-2,239,408	0.4%
Total Gross Expenditure	2,310,631	2,368,506	2,469,043	-100,537	2,564,905	8.3%
Total Net Expenditure	514	138,557	188,662	-50,104	325,498	134.9%
GENERAL RESERVES						
Opening balance	-789,058	-682,768	-788,544	105,776	-599,882	-12.1%
Closing Balance	-788,544	-544,216	-599,882	-50,104	-274,385	-49.6%

2.2. Councillors will note that the 2025.26 budget position has already been provided in a separate report on tonight's agenda and is included in the above table for reference.

2.3. The focus of this report is on the longer term financial position of the council. For this reason Councillors should note the position in table 1 above and the forecast medium term three year position presented in table 2 later in this report so that a suitable budget strategy can be formulated to ensure the Council remains a going concern and not to focus solely on the next financial year.

2.4. Table 1 shows the 2026.27 budget position which is identifying a forecast budget overspend of **£325k** for the financial year, up **£186k** (135%) on the base budget for 2025.26. At this level the budget will reduce the general reserve from its current forecast position of **£599k** to **£274k** by 31 March 2026.

2.5. It is important to note that this increase of **£186k** comprises unavoidable increases totalling **£117k** which includes staff inflation of **£48k**, an increase in rate of employers local government pension contributions of **£20k** compounded by the pay award, staff incremental pay progression of **£22k** and general price inflation of **£27k**. More details on these increases are included in the assumptions section later in this report.

2.6. In particular, utilities and other amenities budgets are experiencing costs well above general RPI increases and so we see a divergence between costs and income.

2.7. The remaining pressure relates to increased costs of **c.£80k** in respect of regulatory requirements around health and safety, maintenance and work priorities which include, but limited to, the following area of budgetary increases:

- Sewerage maintenance (root cutting) costs at **£4k** pa at WPLC
- New booking system at the Leisure Centre for **£16k** (although this is expected to help facilitate increased service demand and additional income in future years)
- Football pitch repairs estimated at **£5k** to ensure they are useable
- Lost income of **£5k** from football pitches whilst they undergo repairs
- Fire door inspections and shower head cleaning at **£4k** pa at WPLC to meet regulatory requirements
- Recycling collections at **£3k** pa required for increase in volume of recyclable waste at the Depot
- Tree survey and maintenance at **£5k** pa to fulfill regulatory requirements
- New cricket screens to replace unusable set at **£3k**
- Increase in Youth Service budget allocation back to a full year budget (**£30k**) plus an additional **£10k** requested by the Youth Services Sub Committee.

3. Assumptions

3.1. This report uses the following assumptions:

- Staffing budgets will experience a 3.5% uplift for the April 2026 NJC pay award (Unions are currently requesting a flat rate of £3,000, which at the mid-scale point of 31 this is approx. 7.3% or RPI plus 2% which would currently be 6.5%). Historically the settlement is less than the level demanded by Unions and this budget sets an expectation very similar to the final award for April 2025 of 3.2%.

- Employers pension contributions will increase by 2 percentage points from 27.2% to 29.2% (7.35% increase in costs) from April 2026 (Berkshire Pensions triennial review due to complete by end of November 2025 which will likely result in an increase).
- Non staff budgets will experience inflation of 4.3% as per the October 2025 retail price index (RPI), except those for Water (26.1%), Gas (13.3%), Electric (8%) and contract cleaning (13.5%).
- Income for services provided by the council will be increased in line with RPI at 4.3% or a more appropriate rate aligned to a % increase to maintain demand for services, i.e. for Woodford Park Leisure Centre.
- Staff not on the top of their scale point have been budgeted to receive an incremental progression to the next point (known as incremental drift).
- Net growth outside of inflation is based upon current experience in terms of market conditions, changes in regulatory requirements and works becoming a priority.

4. Conclusion

- 4.1. Analysis shows that expenditure is increasing beyond income year on year, and the divergence of these is unsustainable.
- 4.2. The Council will need to consider the actions it might wish to take to improve the longer term financial outlook. Multiple options are available to be considered, with Officers seeking Committee guidance as to which are deemed most favourable; including, but not limited to, the review of discretionary expenditure (i.e. grants / youth services); generating greater levels of income, from existing and / or new services and activities (i.e. increasing charges above RPI, increasing usage of current facilities, increasing capacity to generate income, identifying new income generating opportunities; increasing income through precept; reducing revenue expenditure budgets (ie maintenance and repairs); reducing events (ie Council and Town Centre); deferring capital expenditure decisions; reviewing Council resources.
- 4.3. To this end, and with the need for Council direction, it is **recommended that this Committee calls an extraordinary meeting in December (provisionally Tuesday 16 December dependent on availability)** to determine the options it wishes to pursue. This provides Members with time to consider all available options to improve the outlook. Opportunities with the greatest potential for long term impact should be prioritised (increases in income / reduction in expenditure), as well as those that can be achieved within a shorter timescale. Members may also wish to consider recommending a level of precept increase to be targeted by Officers, although should do so with a view to the amount required to support the budget.
- 4.4. Once the above meeting has taken place and the Committee has recommended options to be pursued by Officer, budgets will be reviewed and revised once again. Final budgets will then be presented to Committees for approval in January. It will be at this point that the level of precept required to support the budget will become clear and formal approval will be considered.

CAPITAL PROJECTS

REPORT OF THE TOWN CLERK

Purpose of Report

To advise Members of the current and future position with regards to Capital Projects, and to ask Members to consider allocating funding from the Council's earmarked reserves for the proposed projects set out in the report.

Background and context

Each year, the Council considers and approves a number of capital projects to either provide new, or replace existing assets such as buildings, infrastructure, or equipment, intended to deliver lasting benefits to the community. These are either funded from the general reserve, or more usually from earmarked reserves held by the Council for such purposes.

Capital Programme

When appropriate, the Council allocates funds 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.

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. The current balance of applicable Capital Receipt EMRs is £159,402.

Community Infrastructure Levy (CIL)

CIL funds are received from Wokingham Borough Council (WBC) in relation to building developments and are restricted to capital expenditure to support infrastructure and increased usage. The current CIL balance is £72,723, with WBC advising that the Council is due to receive a further £31,420 in April 2026 and £15,743 in October 2026 from developments which have been progressed (total £119,886). There is currently a further future CIL income projection of £150k based on developments which have been approved but have yet to be progressed.

Oakwood Centre / Woodford Park Leisure Centre Ear Marked Reserve

These earmarked reserves are for capital expenditure and investment in the buildings and should be kept at a reasonable level to ensure funds are available for upkeep of the fabric and infrastructure of the facility. The Oakwood Centre EMR has a current balance of £27,785, whilst the Leisure Centre EMR has a balance of £65,169.

Current Capital Projects

The current position with regards to capital projects which have been approved and have received funding approval are as follows:

PROJECT	FUNDING	FROM	STATUS	COMMENT
Chapel Hall Kitchen Replacement	£3,000	Capital Programme EMR	Due to be completed in January 2026	Awaiting Amenities Team availability
Community Noticeboard Replacement	£5,600	Capital Programme EMR	TBC	Additional funding required for desire units / locations being reviewed

Oakwood Centre Pergola	£80,000	*see below	Due to be completed December 2026	Installation taking place over the next 2-3 weeks
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Oakwood Centre Pergola

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. At the time, the Capital Programme EMR balance was reported as £95,429. However, this figure was incorrect as expenditure for the Oakwood Centre toilets refurbishment (£69,928) had incorrectly been attributed within the accounting system to the Capital Receipt EMR in respect of land at Silver Fox Crescent, meaning funds were being reflected against the wrong EME.

This error has now been rectified and, as such, with the approved funds actually sitting within a different EMR, approval needs to be amended for the project to instead be funded in part from the Capital Receipt in respect of land at Silver Fox Crescent (£70,002), with the remaining £9,998 met from the Capital Programme EMR.

This will clear the Capital Receipt in respect of land at Silver Fox Crescent, and leave the Capital Programme EMR with a balance of £15,503

Future Capital Project Planning

When future projects are identified, either by Officers or via committee, they are added to a future projects list. These are considered by Officers and given a priority rating of 1 (high), 2 (medium) or 3 (low), with safety and business/income impacts rated the most important.

In future, as part of the development of a Council Strategy, it is recommended that the prioritisation process reflects the aims and priorities of the strategy developed, with funding decisions then taken with consideration to this strategy.

Capital Project Funding Allocations

It is recommended that funding should be allocated to the following projects from the applicable earmarked reserves, as stated in the table; i.e. there is no funding requirement from the general reserve:

	Priority	Cost
Capital Programme		
Mini Digger	1	£6,000
Mobile work tower	1	£3,000
<i>Balance (after OC pergola funding correction)</i>		<i>£17,503</i>
<i>Balance after allocation</i>		<i>£6,503</i>
Oakwood Centre EMR		
Oakwood Centre Business Tables	2	£7,500
Replace hanging lights O/C	2	£6,600
<i>Current Balance</i>		<i>£27,785</i>
<i>Balance after allocation</i>		<i>£13,685</i>
Woodford Park Leisure Centre EMR		
IT Network/Wifi upgrade WPLC	2	£4,500
<i>Current Balance</i>		<i>£65,169</i>
<i>Balance after allocation</i>		<i>£60,669</i>

Individual project assessments are attached at **APPENDIX A**.

Potential Future Projects

It is not recommended that funding be approved for any further potential future projects at this time, based on the position presented within the initial 2026/27 budget projections, with consideration of these made when the financial picture is clearer.

The following table reflects the future projects which have been identified but have yet to be formally approved:

	Priority	Est. Cost	Comments
Replacement Fire Doors (All Buildings)	1	TBC	Inspection carried out. Failures identified. Costings being established.
Wheble Park play equipment	2	£40,000	Project recommended by LS Committee (see agenda item)
Theatre Infrastructure	2	£70,000	*see comments below
WPLC Redevelopment	2	TBC	Working group developing project. Project will be a significant capital investment requiring PWLB loan.
Additional seating/picnic tables (x5)	3	£3,500	
Replace Community Notice Boards (12)	3	£20,000	

Theatre Upgrades

In April 2025, the Strategy & Resources Committee approved, in principle, funding of circa £132k to provide for technical upgrades to the Alan Cornish Theatre to support the ongoing use of the space and the development of a professional theatre programme. The initial £132k estimate was assessed almost a year ago. As prices have inflated during time, it is estimated that the cost of upgrades is likely to now be nearer £140k.

It is currently envisaged that 50% of the expected theatre upgrade costs (£70k) will need to be funded by the Council, with match funding then sought via appropriate organisational grants for the remaining 50%. This is pending further consideration.

Release of unused Earmarked Reserves

The following projects have been completed, and it is recommended that the remaining balances be released back to the General Reserve

History Timeline	£3,250
AV Equip	£1,981
Total	£5,231

RECOMMENDATIONS:

- ♦ **That Members note the contents of the report.**
- ♦ **That Members approve that the Oakwood Centre pergola project should be funded in part from the Capital Receipt in respect of land at Silver Fox Crescent (£70,002), with the remaining £9,998 met from the Capital Programme EMR, instead of being funded fully from the Capital Programme EMR as previously agreed.**
- ♦ **That Members approve the capital project funding allocations as set out in the report.**
- ♦ **That Members approve the release of the earmarked reserve balances for completed projects back to the General Reserve.**

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

WHEBLE PARK

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to consider a recommendation to the Strategy & Resources Committee for the allocation of funding to replace the play equipment at Wheble Park.

Background

Woodley Town Council maintains the open space between Wheble Drive and Manners Road, known as Wheble Park, under a lease agreement with Reading Borough Council.

The Town Council removed the old play equipment in 2003 and in 2006 installed a ball goal and basketball hoop unit, and a toddler multi-play unit. This was funded by a National Lottery Awards for All grant with additional funding from Section 106 allocations from Wokingham Borough Council. The Town Council has maintained but not added to this equipment since it was installed.

Current Situation

The current multi-play unit has limited play value and is not inclusive for those who have additional mobility needs. The goal and basketball hoop unit is in good condition, however it does not have an area of hardstanding and markings that would make it more useful. At present, access to the play area is across grass, with no solid pathway for pedestrians, pushchairs or wheelchairs. It is proposed that a compliant pathway from at least one park entrance to the play area is included in the project.

The most recent ROSPA inspection of all equipment at the site is attached at **APPENDIX A** with no current safety issues identified.

The current 30-year lease runs to 2031. At the request of the Strategy & Resources Committee, Reading Borough Council is drawing up a new lease to provide confidence to the Town Council that any investment it makes in the site will be under the security of a long lease period. Heads of Terms for the lease have been received, and officers have requested clarification on the fees for production of the lease – stated as £4,200.

The Full Council meeting of 30 September 2025 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.*

Design and Costing

Officers have obtained approximate costings for budgeting purposes based on designs shown in the table below and at **APPENDIX B**; designs are indicative only at this stage to provide an idea of project scale. These approximate costings allow for removal of the existing multi-play area, installation of an accessible path to the play area, fencing & gates, seating, and hard standing area for the existing sports wall.

	Approximate cost
Option 1	
Small, single multiplay slide & tactile climbing unit Hard standing for existing sports wall Fencing/gates Pathway Picnic bench	£21,000
Option 2	
Larger multiplay slide unit with more challenging climbing, balancing, swinging Hard standing for existing sports wall Fencing/gates Pathway Picnic bench	£40,000

Process

Please note that the designs shown are indicative only. Provision of equipment will be subject to a tender process with public consultation on the tendered designs. Tendering will be based on approved budget allocation and design brief.

There is an opportunity for the play value to be significantly improved and to meet the needs of a wider age group and different abilities. Consideration will be given in the design brief to inclusive play elements that enable children of varying abilities to play together and enjoy the space.

Outline project development process and timeline

Leisure Services Committee - recommendation to Strategy & Resources Committee on level of budget allocation	11 November 2025
Strategy & Resources Committee - consideration of funding allocation	25 November 2025
<i>Timing of the following steps will be dependent on the finalised lease for the site and allocation of funding.</i>	
Tendering – produce design brief and invitation to tender documentation based on funding allocation	December 2025
Review tender submissions / shortlisting	February 2025
Consultation on tender submissions	March 2025
Leisure Services Committee – approval of design	14 April 2026
Appoint contractor	April 2026
Installation	July 2026

Impacts

Resource Impacts Cost options for the replacement of the existing play equipment is set out in the report - £21k - £40k. Sources of funding to be considered by the Strategy & Resources Committee.
Equality Impacts Any future installation of new play equipment would provide the opportunity to improve accessibility and inclusivity. There are no other equality impacts identified.
Environmental Impacts There are no environmental impacts identified

Recommendations

- ♦ **That Members note the contents of the report.**
- ♦ **That Members make a recommendation to the Strategy & Resources Committee regarding the amount of funding to be allocated for the replacement of the play equipment at Wheble Park.**

Indicative designs

These are for illustrative purposes only. Equipment will be procured through a tendering process.

Option 1



Option 2



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 Management Committee

Minutes of the Meeting Held on Wednesday 15th October 2025 at 6:15pm

Venue: The Oakwood Centre, Headley Road, Woodley, RG5 4JZ

Present:

Cllr M Holmes , B Fennelly ,Cllr M Ashwell, Cllr K Gilder, Cllr G Bello, Cllr M Nagra Cllr C Jewell,Cllr. D Bragg

J Wright, M Risby, M Millard, Z Frasiniski I Hills, T Bowker W Heskins

1. Apologies for Absence

None received.

2. Approval of Minutes

The minutes of the meeting held on Wednesday 16th July 2025 were approved as an accurate record.

3. Election of TCP Representatives for 2025/26

- Chair: Cllr Mary Holmes – proposed by Cllr K Gilder, seconded by M Risby. Elected unanimously.
- Vice Chair: Cllr M Ashwell – proposed by Cllr G Bello, seconded by I Hills. Elected unanimously.
- Trader Representatives: J Bowley and V [surname not recorded] were elected.
- Co-opted Members: Cllr K Gilder, M Risby, Z Frasiniski, and I Hills were elected.

4. Matters Arising from the Previous Minutes

- BT Phone Box: I Hills enquired about the status of the phone box in the town centre. B Fennelly confirmed BT has no plans to remove it, citing continued usage. However, BT has agreed to review its maintenance and cleaning schedule.
- Continental Markets: I Hills suggested exploring alternatives to the now-defunct French Market. A Spanish market was proposed as a potential replacement. B Fennelly agreed to investigate options.
- CCTV Installation: B Fennelly reported that, following delays, contractor Rydal is scheduled to install the new CCTV system on 25th October 2025.

5. Wokingham Borough Council Report

Cllr M Ashwell and W Heskins presented an overview of the Borough's strategic plan for town centres, with a focus on Woodley. While the ten-year plan remains in early stages, the committee

stressed the importance of short-term, visible improvements to build community engagement. Suggested projects included:

- Painting lamp posts
- Enhancing the play area
- Refurbishing the clocktower
- Installing a water feature in the town centre

Warwick Heskins will circulate the full presentation and welcomes feedback from committee members.

6. Town Centre Manager's Report

Upcoming Events

- Halloween Event – 31st October 2025:

Scheduled for Friday during school holidays. Following last year's success, the event will follow a similar format with enhanced lighting and sound. The parade will run from Centre Stage to the Town Centre Garden. Reading and Henley Colleges are supporting with marketing and DJ provision.

- Carol Concert – 29th November 2025:

In collaboration with Circus Scene, Woodley and Earley Lions, and JAC. A well-loved family event to mark the start of the festive season.

- Christmas Extravaganza – 7th December 2025:

Planning is underway. While last year saw a record number of stalls, the number of hot food vendors will be reduced this year to allow for more craft and gift stalls.

CCTV

Technical issues, primarily related to lamp post power supply, have now been resolved. Installation is scheduled between 25th and 31st October 2025.

DISC App

The DISC information-sharing app is being promoted to local businesses as a replacement for the former Shopwatch radio system. Shops are encouraged to register and report incidents to help maintain police presence.

Centre Stage and Town Centre Garden Lighting

Plans are in place to enhance lighting and sound at both Centre Stage and the Town Centre Garden. Indicative quotes suggest a cost of approximately £4,000. Funding is being sought from the WTC Capital Fund. However, the Strategy and Resources Subcommittee meeting was cancelled, delaying progress.

Shop Vacancies

There are currently three vacant units. Discussions are ongoing regarding a change of use for the former Barnardo's unit and a potential dental practice in the former Hays Travel premises.

Missing Benches

Two benches—one near the information pillar and one near the play area—remain missing. Despite repeated reports to WBC, no action has been taken. The matter has been escalated to Warwick Heskins.

Markets

- Saturday Market: Continues to perform well with steady stallholder numbers and strong community engagement. Efforts to diversify stalls are ongoing.
- Wednesday Market: Stall numbers remain consistent.
- Sunday Car Boot Sale: Organised by Tracey and Alan, the event is on track to meet budget targets. Attendance dips during summer months but is expected to rebound in autumn.

Christmas Lights

Following WTC's assumption of costs in 2023, new lights were installed and well received. Discussions are underway with contractors Lamps and Tubes to enhance this year's display, particularly the Christmas Tree.

7. Financial Report

B Fennelly circulated the financial update and reported that income and expenditure are in line with the budget at the halfway point of the financial year.

8. Police Report

No police report was received.

Concerns were raised by D Bragg and G Bello regarding anti-social behaviour and shoplifting. B Fennelly reiterated that the Shopwatch system has been replaced by the DISC app and encouraged all businesses to report incidents promptly, as police presence is influenced by reported crime levels.

9. Any Other Business

Cllr M Nagra reported damage to several posts in the Headley Road car park, causing vehicles to take evasive action. B Fennelly agreed to inspect the area and report the issue as a matter of urgency.

Meeting Closed: 8:15pm

Date of Next Meeting: Wednesday 21st January 2026

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.

The meeting closed at 3.26pm

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.

Woodley Town Council

**Report of a virtual Meeting of the Standing Orders and Financial Regulations Sub
Committee held on Monday 20 October 2025 at 10.00am**

Present: *Councillors K. Baker (Chairman); M. Kennedy; J. Taylor;*

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

1. **APPOINTMENT OF CHAIRMAN**

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

RESOLVED:

- ♦ To appoint Councillor Baker as Chairman of the sub committee for the 2025/26 municipal year.

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

2. **APOLOGIES**

Apologies for absence were received from Councillor Swaddle.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

4. **STANDING ORDERS**

Members considered each recommended change to the Standing Orders (SOs) in turn, as set out in the agenda.

Issue 1

Following a vote it was:

RESOLVED:

- ♦ To approve the recommended update relating to Issue 1 as presented in **Appendix A**.

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

Issue 2

Members discussed the principal of appointing a Council Leader, with differing views expressed.

It was noted the role was not statutory, with current responsibilities not explicitly set out in the Council's Standing Orders. It was highlighted that National Association of Local Councils' guides tend to discourage local councils from being political and, as such, don't provide any guidance on this matter or how best to operate where political groups exist.

Officers explained that conversations would take place with the Council Leader during the year to help provide insight into the likely opinion of the governing political group, with these proving helpful to shape certain matters prior to being brought before standing committees or Full Council; one example was in relation to the setting of budgets and the precept level. However, it was also noted that such discussions did not always take place – one example being the Oakwood Centre pergola – with Officers only doing so when it was appropriate, aiming to ensure they were fair and impartial at all times.

Members requested the removal of wording indicating the Council Leader would 'coordinate group activity'.

The matter of the Council Leader being involved in preliminary budget conversations with Officers was discussed, and it was questioned whether their involvement should actually be due to their position as Chairman of the Strategy & Resources Committee. It was also questioned whether this should be explicit, and whether the leading party were expected to set out a starter for 10 of what they believed the budget should be. However, it was explained that, in reality, the provisional budget is always set out by Officers, who have the maximum knowledge of what is going on and what budgets should be.

In relation to the funding decision regarding the Oakwood Centre pergola, made in April 2025, and why this was not included in the budget agreed in February, it was explained that capital projects had historically been brought to Council and considered outside of the budget setting process. It was noted the Town Clerk would be updating the process for such funding requests in future, to ensure decisions are made in the context of the Council's overall financial position, and with clear oversight of the financial implication of current and likely future projects.

It was noted financial decisions would be clearer had the Council set out a corporate plan at the beginning of this electoral cycle, and it was acknowledged the Town Clerk was looking into setting such a plan for the future.

It was suggested Councillor Kennedy, in his position of Council Representative appointed to the Berkshire Association of Local Councils, might ask for clearer guidance on how best to run a local council which is politicised.

With regards to the recommended definition of a Political Group Leader, as set out in the agenda, Members requested removal of list activities this individual might do, noting it was up to the individual and the individual group to determine this. It was requested additional wording be included to reference Standing Order 26.2 b, which states that, where the Mayor has a concern over the conduct of a Members, this will be brought to the attention of the relevant Political Group Leader, where applicable, to attempt to resolve the matter.

Following a vote it was:

RESOLVED:

- ♦ To approve the recommended update relating to Issue 2 as presented in **Appendix A**.

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

Issue 3

Following a vote it was:

RESOLVED:

- ♦ To approve the recommended update relating to Issue 1 as presented in **Appendix A**.

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

Issue 4

A query was raised as to why committees cannot simply continue to meet when political proportionality has changed which has impacted committee numbers. It was explained that the decisions of committees must reflect the political balance of the Council, and if Committees continued to meet with numbers not reflecting the balance then decisions could be called into question.

A concern was raised regarding the length and complexity of the Council's current Standing Orders, with a suggestion made that the Council should seek to adopt the NALC model. It was explained that the Standing Orders had been revised a few years ago to be more comprehensive following particular challenges with certain Councillors in the last election cycle.

Following a vote it was:

RESOLVED:

- ◆ To approve the recommended update relating to Issue 4 as presented in **Appendix A**.

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

RECOMMENDED:

- ◆ That the recommended Standing Orders updates, set out at **Appendix A**, be approved by the Strategy and Resources Committee and presented to Council for adoption.

5. **FINANCIAL REGULATIONS**

Members considered the recommended changes to the Financial Regulations, as set out in the agenda.

With regards to Issue 3, it was requested that an example of heating and lighting be included in relation to additional revenue costs, and that the word 'impacts' be removed from this description as it was unnecessary.

It was also noted that references to the Public Contract Regulations 2015 needed to be updated to reflect the 2023 regulations.

Following a vote it was:

RESOLVED:

- ◆ To approve the recommended updates as presented at **Appendix B**.

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

RECOMMENDED:

- ◆ That the recommended Financial Regulations updates, set out at **Appendix B**, be approved by the Strategy and Resources Committee and presented to Council for adoption.

Meeting closed at 11.00 am

STANDING ORDERS – RECOMMENDED CHANGES

1	Issue	6-month attendance rule The Local Government Act 1972 – S85 (2) states: “Attendance as a member at a meeting of any committee or sub-committee of the authority, or at a meeting of any joint committee, joint board or other body by whom for the time being any of the functions of the authority are being discharged, or who were appointed to advise the authority on any matter relating to the discharge of their functions, and attendance as representative of the authority at a meeting of any body of persons, shall be deemed for the purposes of subsection (1) above to be attendance at a meeting of the authority.” Current Standing Orders (12.1.c) incorrectly state that only attendance at a Standing Committee or Full Council counts as attendance. In line with the above, attendance in-person* at a meeting of any Sub Committee, Joint Committee, or as a Town Council representative at an outside body, should also count. *The Local Government Act 1972 Sch 12 requires meetings to take place in a specified ‘place’ and that Members must be ‘present’ to participate and vote.
	Considerations	None – this is a change to comply with legislation so should take place
	Recommended SO Change/s	12.1.c a. The law dictates that any elected Councillor must attend in-person (regardless of whether they are members of that committee or not) at least one meeting of either the Full Council (of any type), or any a Standing Committee, a Sub Committee, or a meeting of an outside body where the Councillor has been appointed to that body as an official Town Council representative (see 9.6) during a continuous six month period. Failure to do so can mean forfeiture of their elected status forcing a by-election or a co-option (see section 20).
2	Issue	(Request at Full Council – 6 May 2025 – Minute 8.1) Request to provide additional description of role of Council Leader, Town Mayor, Political Group Leaders within the SOs. These are currently set out in SO 26.
	Considerations	With regards to the role of Council Leader - the statutory "Leader" role (with executive powers) exists only in principal authorities (district, borough, county, unitary councils) under the Local Government Act 2000 and Localism Act 2011. This does not apply to parish or town councils, where the lead Councillor must always remain the Chairman (or Town Mayor).

		With regards to the role of Town Mayor, there are various SOs which cover their duties as Chairman throughout the document. Does further detail need to be provided in this section? Or simply a reference to acting as Chairman?
	Recommended SO Change/s	Council Leader AI recommended description of Town Council leader: “The Council may, for internal purposes, designate a councillor as “Council Leader” to facilitate discussion, or act as a point of contact for councillors. The role of Leader is not a statutory office and carries no additional legal powers or authority. The Leader cannot make decisions on behalf of the Council, and all decisions must be made collectively at properly convened meetings. The appointment of a Leader does not override or diminish the statutory role and authority of the Chair.” Political Group Leader AI recommended description of Political Group leader: “A Political Group Leader is a councillor chosen by members of a political group within the Council to act as their spokesperson and to coordinate the group’s activities. The Political Group Leader’s role is internal to that group and has no statutory basis or additional powers within the Council’s formal decision-making processes. Political Group Leaders may also seek to resolve concerns regarding the conduct of their group members, should any concerns arise (see 26.2.b). The Political Group Leader does not have any authority to make decisions on behalf of the Council, nor do they hold any formal status in law.”
3	Issue	Need to set out process for submitting / vetting / agreeing questions on behalf of the Town Council to be raised at Borough Council meetings in new 10-minute section for Town / Parish Council questions - New WBC constitution June 2025 - Questions not permitted to be raised at WBC Planning meetings
	Considerations	As WBC are setting time aside for question from Town & Parish Councils, does this therefore confer that the questions submitted are formally ‘on behalf of’ the Town Council? If so, then should questions be approved / vetted before being submitted and, if so, what would be the appropriate process, seeking to avoid over bureaucracy and reduce any delays. If not, then would any Councillor be permitted to submit any question without vetting? And, if so, what would the process be and, where multiple questions are received, would there be a priority order for raising these?

	Recommended SO Change/s	It is believed a new section will need to be included, with proposed wording below: Submission and Approval of Woodley Town Council Questions to be presented to meetings of Wokingham Borough Council's Council, Executive or Committees 1. Proposed Questions Proposed questions must be submitted by Town Councillors in writing (i.e. email) to the Town Clerk for consideration by Full Council. Proposed questions must include: • The exact wording of the proposed question. • The meeting it is intended for (WBC's Council, Executive, or other committee (excluding Planning)). • Whether it is a general question or relates to a specific WBC agenda item (with item number). • The name of the proposed questioner (who will attend the WBC meeting to ask it). 2. Submission Deadlines To allow for inclusion on the next Full Council agenda, questions must be submitted to the Town Clerk at least 7 days in advance. To be included in a WBC agenda, questions must be submitted by the Town Council either seven working days prior to the relevant WBC meeting for general questions, or two working days if the question relates to a specific agenda item. <i>Note: If the proposed question is considered urgent, and the above deadlines cannot be met, approval should be considered via delegated authority (see Step 6).</i> 3. Inclusion on the Full Council Agenda Proposed questions will be included in a dedicated agenda item. For each question, the report will include: • Proposed wording. • The proposer's name. • Intended WBC meeting and date. • Whether it is a general or agenda-related question. • Name of the person proposed to ask it at WBC. 4. Full Council Consideration At the meeting: 1. Each proposed question will be considered in turn. 2. Members may: 1. Approve the question as submitted. 2. Approve with amendments (wording must still meet WBC rules and be clear for submission). 3. Reject the question. 3. The Council will agree:
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		1. The final wording of each approved question. 2. The named questioner (who must be present at the WBC meeting). 4. Voting will follow the Council's Standing Orders, and all decisions will be recorded in the minutes. 5. Submission to Wokingham Borough Council The Town Clerk will submit approved questions to the relevant WBC Democratic Services contact, in the required format, within the WBC deadline (7 working days for general questions / 2 working days for agenda-related questions). The submission will include: • The approved wording. • The name of the questioner. • Confirmation it is on behalf of the Town Council. Should WBC advise that the number of questions for inclusion is limited, the Council will prioritise questions submitted by Town Councillors who are not also Borough Councillors, for whom an alternative opportunity for questioning exists. 6. Urgent Questions Between Meetings If the matter to which the question relates is deemed urgent or agenda item specific, and then WBC deadline falls before the proposed question can be considered at the next scheduled Full Council meeting: • The Mayor (or Deputy Mayor in their absence), together with the Town Clerk, may consider and approve the question on the Council's behalf under delegated authority. • Any urgent approval will be reported to the next Full Council meeting for information. 7. Follow-up and Reporting Back After the WBC meeting, the named questioner will provide a short, written report to the next Full Council meeting, including: • The WBC response. • Any subsequent actions or correspondence.
4	Issue	SO 9.1 d contradicts the newly worded 2.2 d. SO 9.1. d) states: "Where there has been a change in proportionality any committee that has been impacted will be suspended until the new nominations have been presented to respective Parent Committee. SO 2.2 d states: "If the political balance changes during the municipal year resulting in existing allocations no longer being proportional in line with 2.2.a new allocations will be needed. These new allocations will need to be approved at the relevant

		Parent Meeting. Where this is caused by a Councillor disqualification, as defined in the Local Government Act 1972, affected committees will be permitted to continue to operate with members allocated based on the prior political balance until such point as the by-election / co-option process has taken place, at which point political balance will be re-assessed and appropriate changes made.”
	Considerations	
	Recommended SO Change/s	SO 9.1.d) Where there has been a change in proportionality any committee that has been impacted will be suspended until the new nominations have been presented to respective Parent Committee, unless the change was caused by the disqualification of a Councillor (see 2.2 d).

FINANCIAL REGULATIONS – RECOMMENDED CHANGES

1	Issue / Suggestion	Paragraph 1c – use a table to show deputization for Town Clerk and Finance Manager so there is clarity over delegated authority.	
	Considerations	None	
	Recommended SO / FR Change/s	In the absence of the Town Clerk or Finance Manager, the following delegated acting authority shall apply:	
		Principal Officer	Delegate authority in absence of principal
		Town Clerk	Deputy Town Clerk
RFO		Town Clerk	
2	Issue / Suggestion	Paragraph 3g – update narrative to reflect the change in the budget monitoring format to make it relevant.	
	Considerations	none	
	Recommended SO / FR Change/s	At each meeting of a budget holding committee the Finance Manager shall provide the committee with a budget monitoring report which identifies the projected year end position of the council across all aspects of finance, commentary supporting the main variances to budget and a suite of financial appendices that provide expenditure to date and projected to year end by committee, capital expenditure, loan repayments and use of earmarked reserves. ..	
3	Issue / Suggestion	Paragraph 3j – expand to recognise revenue implications of capital spend.	
	Considerations		
	Recommended SO / FR Change/s	No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council has approved the necessary funds required, or the requisite borrowing approval has been obtained. Furthermore any such appraisal shall include additional revenue costs arising, such as heating / lighting etc, where appropriate, so that they can approved for inclusion in the revised revenue budget estimates and future years budgets.	
4	Issue / Suggestion	Paragraph 5e – revise approach for top up of Imprest account to suggest that this has pre-approval to allow a top up to the level that equates to the value of the payroll (recognising that this is a variable sum) plus a flat sum of £15,000 for non pay items each month. It should be noted that the current practice of sharing details of invoices will continue as an information item.	
	Considerations	This is to remove the need to seek monthly approvals to top up an account that has the unavoidable obligation of salaries and the effective retrospective approval of invoice payments, and also ensures that the council has instant access to these funds and avoids any situation where unavailability of councillors to approve a transfer results in unpaid bills.	
	Recommended SO / FR Change/s	A third account shall be operated on an imprest basis and the maximum level of funds to be transferred from the deposit account to this imprest account in any one transfer shall be pre-approved by the Strategy and Resources Committee in advance of the new financial year which will equate to the value of the monthly payroll for each month (variable) plus a fixed sum of £15,000 for non-pay items. Any additional sum above this value will	

		require the signature or digital authorisation, for example via email, of two authorised members of Council. The imprest account shall be used primarily for the payment of salaries and related payments, payments required prior to invoice, refunding deposits or booking/course cancellations, purchase of items by a direct debit card and urgent payments. The signatories for payments from the imprest account are the Town Clerk, the RFO, the Deputy Town Clerk, and the Leisure Services Manager. Two signatories are required to approve payments from this account.
5	Issue / Suggestion	Paragraph 6d – reword so that it represents more accurately the process of payment authorisation where wording reflects the chronology of events.
	Considerations	None.
	Recommended SO / FR Change/s	The Finance Manager shall collate schedules of supplier cheque or BACS payments required, together with the relevant invoices and seek approval from the Town Clerk to submit this information for payment authorisation from two Councillors who have bank signatory powers to enable payments to be made to suppliers. This payment authorisation will be sought and confirmed by email to the appropriate Councillors official Woodley Town Council email account.
6	Issue / Suggestion	Paragraphs 6e and 6g – remove as these are superfluous and covered by paragraph 6d.
	Considerations	None.
	Recommended SO / FR Change/s	See above
7	Issue / Suggestion	Paragraph 6i – remove as it is superfluous and covered by paragraph 5e.
	Considerations	None.
	Recommended SO / FR Change/s	See above
8	Issue / Suggestion	Paragraph 6j and 6i (duplicate after 6j) – update petty cash disclosure to give greater transparency over what is in place. Revise paragraph numbering in final doc.
	Considerations	None.
	Recommended SO / FR Change/s	i) The Finance Manager shall maintain an overall petty cash portfolio of up to £370 comprising individual sub floats of £250 for the Oakwood Centre, £60 for fuel for the Amenities Manager and £60 for Woodford Park Leisure Centre. These are for the purpose of defraying operational and other expenses. Vouchers for the payments made from petty cash shall be kept together with supporting VAT receipts obtained by the purchasing officer at the point of sale to substantiate the payment. These must be signed by the claimant and approved by the officer designated below for the distribution of petty cash. j) The distribution of petty cash for appropriate use shall be administered and approved as follows: 1) Oakwood Centre £250 – Finance Manager 2) Oakwood Fuel – Amenities Manager

		3) Woodford Park LC – Leisure Manager k) Income received must not be paid into the petty cash float but must be banked separately. l) Payments to maintain the petty cash shall be made from the Town Clerk's Imprest account and signed by two authorised officers.
9	Issue / Suggestion	Paragraph 6k – expand to accommodate other instances for the use of direct debits.
	Considerations	Efficiencies gained in payment processing – ie funds are collected automatically and risks are minimal as values are known in advance and so no surprises in terms of budget monitoring.
	Recommended SO / FR Change/s	If thought appropriate by the Council, payment for utility supplies (rates, energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two appointed bank signatories. In addition to this other opportunities to settle fixed value payments by direct debits, where offered by suppliers, for example on-going support and maintenance contracts will be considered and implemented provided that the instructions are signed by two appointed bank signatories.
10	Issue / Suggestion	Paragraph 7b – remove as it is superfluous and covered by paragraph 7i.
	Considerations	None.
	Recommended SO / FR Change/s	See above
11	Issue / Suggestion	Paragraphs 7f,g,h,j and k – move to their own new numbered section (section 8) to be named 'Safeguarding and Security' meaning existing sections from 8 onwards will be renumbered. This is because they do not relate to section heading of 'Instructions for making payments'.
	Considerations	None.
	Recommended SO / FR Change/s	Simply the creation of a new section header and moving identified paragraphs into new section.
12	Issue / Suggestion	Paragraph 8c – reword to remove specific nature of debit card storage – currently it is too rigid.
	Considerations	None.
	Recommended SO / FR Change/s	Two debit cards will be issued to Woodley Town Council, with the Town Clerk and the Finance Manager as the authorised signatories, and these are to be kept securely with no unauthorised access at all times.
13	Issue / Suggestion	Paragraph 12h – reword to remove vague nature of managing cash and give more clarity over employee safety.
	Considerations	None.
	Recommended SO / FR Change/s	Where any sums of cash are received by the Council, more than one person will be present when the cash is counted and signed as accurate by both employees present. Cash should be taken to the bank regularly and be transported inconspicuously. Where the amount of cash is such that it can only be taken in a bag or where an individual does not feel comfortable taking the cash on their own then there must be two employees present.

14	Issue / Suggestion	Paragraph 13c – expand to include expectation when an order is above £3,000 in value
	Considerations	Ensure that due process is followed
	Recommended SO / FR Change/s	All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction. If the order is for under £3,000 the officer shall satisfy him/herself that the Council is receiving the best value for money. Where the order value is £3,000 or more then the officer must record three or more competitive quotes. Where this is not possible then the reasons why (eg urgent health & safety works did not allow time to seek quotes, business continuity requires a specific supplier or lack of suppliers in the market, eg for specialist works) must be documented for purposes of exemption and approved by the Town Clerk. Suppliers and services will be reviewed on a regular basis for cost efficiency.
15	Issue / Suggestion	Paragraph 13f – new paragraph to explicitly state when VAT is to be excluded or included in the financial approval thresholds.
	Considerations	Ensure that due process is followed. VAT on purchases is reclaimable from HMRC, therefore, it's not part of the council's true expenditure and approval limits exist to control spending, not tax recovery. However certain national Public Contract Regulations (PCR 2015) require the inclusion of VAT which is procurement law rather than internal financial approval rules.
	Recommended SO / FR Change/s	<u>For the purpose of determining financial authorisation limits, all expenditure thresholds shall be taken exclusive of any recoverable Value Added Tax (VAT), except where explicitly stated otherwise (see section 14 for contracts). Where VAT on a particular item is not recoverable, approval limits shall apply to the gross amount payable. The Responsible Financial Officer (RFO) shall ensure that all officers and members with delegated spending powers are made aware of whether approval limits are to be applied on a net or gross basis.</u>
16	Issue / Suggestion	Paragraph 13 h – remove as superfluous as covered by paragraph 13c
	Considerations	None.
	Recommended SO / FR Change/s	See above
17	Issue / Suggestion	Paragraph 14 d – NEW – add some information about the size of the contract over its lifetime and the impact this has on procurement rules
	Considerations	Explicit parameters now in place
	Recommended SO / FR Change/s	When calculating whether a contract falls under PCR 2015 the procuring officer must consider the Estimate total lifetime value (not annual value). This should include the aggregation of lots or phases that are essentially the same. The calculation of this should be documented by the procuring officer to support the approach taken.
18	Issue / Suggestion	Paragraph 16 g – NEW – add some information about the security of assets

	Considerations	Greater accountability now in place
	Recommended SO / FR Change/s	All physical assets (land, buildings, equipment, IT devices) shall be securely stored, maintained, and insured against theft, loss, or damage. The council shall ensure that all assets are used only for legitimate council business.
19	Issue / Suggestion	Add new sections to cover Internal Control and Separation of Duties, Financial Systems Management and Security, Fraud & Corruption, Transparency and Publication of Spend and Declaration of Interests
	Considerations	Gives the document a wider remit and covers off areas of financial governance not previously stipulated.
	Recommended SO / FR Change/s	1. Internal Control and Separation of Duties a) No individual shall be solely responsible for the authorisation, processing, and reconciliation of financial transactions. b) All payments from the main bank account must be authorised by at least two councillors and recorded by the RFO. c) Bank reconciliations shall be prepared by the RFO and independently verified by a councillor. d) Internal controls must be reviewed annually by the council and improvements adopted where necessary. 2. Financial Systems Management and Security a) The RFO shall be responsible for maintaining secure and accurate accounting records using council-approved systems. b) Access to electronic financial systems shall be password protected, with passwords changed regularly and shared only with authorised personnel. c) Backups of electronic financial records shall be taken daily and stored securely off-site or in a secure cloud environment. d) Paper records must be stored in lockable cabinets with controlled access. 3. Fraud & Corruption a) The council operates a zero-tolerance approach to fraud, bribery, and corruption. b) All financial transactions must be supported by original invoices, receipts, or appropriate evidence. c) Councillors and staff must report any suspected irregularity immediately to the Town Clerk / RFO or Town Mayor, who will escalate as appropriate.

		d) The council will co-operate fully with auditors, police, and regulatory authorities in investigating suspected fraud. 4. Transparency and Publication of Spend a) Details of all expenditure shall be published on the council's website in accordance with the Local Government Transparency Code. b) A schedule of payments shall be presented to each council meeting for noting and minuted. c) Annual accounts, the internal auditor's report, and external auditor's certificate shall be published on the council's website and made available to the public in line with statutory deadlines. d) The public has the right to inspect financial records during the annual period of public rights, as required by the Accounts and Audit Regulations. 5. Declaration of Interests a) All councillors and staff must declare any pecuniary or non-pecuniary interests in financial matters, contracts, or decisions under consideration by the council. b) Declarations must be made at the earliest opportunity and recorded in the minutes of the meeting. c) Councillors with a disclosable pecuniary interest must withdraw from discussion and voting in accordance with the Localism Act 2011 and the council's Code of Conduct. d) The Clerk will maintain a register of interests and ensure it is kept up to date in line with statutory requirements.
20	Issue / Suggestion	Set out scheme of delegation in a table in appendices
	Considerations	Greater transparency and understanding
	Recommended SO / FR Change/s	<u>See below</u>
21	Issue / Suggestion	Sale of assets (scheme of delegation) for group discussion
	Considerations	Set appropriate parameters
	Recommended SO / FR Change/s	<u>See provisional wording below in asset section</u>
22	Issue / Suggestion	The Public Contracts Regulations 2015 has been superseded with the Public Contracts Regulations 2023
	Considerations	None
	Recommended SO / FR Change/s	Update references to the PCR 2015 to PCR 2023

Value	Approval by	Further Requirements
Purchase Orders		
Up to £1,000 <u>exclusive</u> of recoverable VAT	Budget Holders or Town Clerk	No quotations required but must ensure VFM.
Over £1,000 and up to £3,000 <u>exclusive</u> of recoverable VAT	Town Clerk	No quotations required but must ensure VFM.
Over £3,000 and up to £25,000 <u>exclusive</u> of recoverable VAT	Town Clerk	Must obtain 3 written quotes or approved exemption
Over £30,000 and up to £60,000 <u>inclusive</u> of recoverable VAT <i>Over £25,000 and up to £50,000</i> <u>exclusive</u> of recoverable VAT	Town Clerk	Comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
Over £60,000 <u>inclusive</u> of recoverable VAT <i>Over £50,000</i> <u>exclusive</u> of recoverable VAT	Town Clerk	Seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation.
Petty Cash		
Oakwood Petty Cash	Finance Manager or Town Clerk	Supported by a petty cash voucher and VAT receipt.
Fuel Petty Cash	Finance Manager or Town Clerk	Supported by a petty cash voucher and VAT receipt.
Woodford Park Leisure Centre	Leisure Centre Manager	Supported by a petty cash voucher and VAT receipt.
Payroll		
Monthly salary payments	Town Clerk	View payroll reconciliation of proposed payment vs internal payroll records prepared monthly by Finance Manager
Timesheets - staff	Line managers	Must be for approved council work and signed by the claimant.
Timesheets – line manger	Town Clerk	Must be for approved council work and signed by the claimant.
Timesheets – Town clerk	Strategy & Resources Committee	Must be for approved council work and signed by the claimant.
Annual pay progression along pay scale - staff	Line Manager	Must be made in writing and held on HR file.
Annual pay progression along pay scale – line manger	Town Clerk	Must be made in writing and held on HR file.
Annual pay progression along pay scale – Town Clerk	Strategy & Resources	Must be made in writing and held on HR file.
Changes pay and or terms and conditions	Strategy & Resources	Must be made in writing and held on HR file.
Termination Payments	Strategy & Resources	Supported by a clear business case.
Debt Write off		
Any value	Strategy & Resources	Supported by a record of recovery actions taken.
Asset sale / lease / disposal		
Up to £500 <u>excluding</u> land or buildings	Town Clerk	Financial limit applies to original purchase price and not the sale price. In a scenario where the sale price exceeds the original cost then the approval bandings will be applied to the sale price.
Over £500 and up to £20,000 <u>excluding</u> land or buildings	Strategy & Resources	Financial limit applies to original purchase price and not the sale price. In a scenario where the sale price exceeds the original

		cost then the approval bandings will be applied to the sale price.
Over £20,000 <u>excluding</u> land or buildings	Full Council	Requires recommendation by Strategy & Resources. Financial limit applies to original purchase price and not the sale price. In a scenario where the sale price exceeds the original cost then the approval bandings will be applied to the sale price.
Any Value - land or buildings	Full Council	Requires recommendation by Strategy & Resources
Interest in land		
Any value	Full Council	A report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
BACS / Cheque Payments		
Any value	Two of five designated Councillor signatories	Finance manager to ensure that there is rotation of responsibility between approved signatories.
Debit Card		
£2,500 per month	Town Clerk / Finance Manager	Only for items where it is not possible to pay by BACS or cheque or where a saving to council will be made.
Imprest Account		
All payments	Town Clerk	
Loans		
Any value	Full Council	Requires recommendation by Strategy & Resources
Investments		
Any value	Strategy & Resources	Must be made in accordance with the Councils Treasury Management Strategy.

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS



Community grants are available to community organisations based in Woodley which act for the local good of the town or those that can demonstrate how they serve Woodley residents and whose membership is open to Woodley residents.

Grants of up to £350 are available for one-off costs such as equipment, materials or building alterations or a youth (under 21) team/group attendance at county, regional, national or international level primarily within a sporting or cultural activity.

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs:

- that could be reasonably be expected to be funded from other sources
- that could reasonably be expected to be funded from members' subscriptions
- that seek to promote or oppose a party-political viewpoint

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grants are presented by the Mayor, failure to attend may influence future awards.

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, if required to do so

Groups receiving a grant of more than £100 will be required to explain in their application how they will inform their group's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Community Grants form, found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

A copy of the group's most recent statement of annual accounts, an up-to-date bank statement, a statement of income and expenditure for the current year and your group's constitution or set of rules signed by the chairman should accompany your application (if you are not able to do this please explain why in the form).

Community grants will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

Community grants will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

Organisations who are successful in their application and receive a Community Grant will not be eligible to apply for any other available Woodley Town Council grant in relation to the same financial year.

Approved - DATE

Woodley Town Council

Community & Individual Grants

Community & Individual Grant awards are usually considered twice a year, in April and November. The guidelines to qualify for a grant are attached. The total budget available for awards in 2025/26 is £3,000. Following the awarding of grants in April, there is **£1,440** in the budget for the current financial year. If all grants below are approved, this would lead to an overspend of **£460** against the budget.

The committee is asked to consider the following grant applications:

COMMUNITY GRANTS

Organisation	Usual source of funding	Amount requested	Members / Staff / Volunteers	Purpose grant required	Additional information	Previous Grant Award Details (Last 10 years)
Crumbs Café (Event provides for up to 70 children)	Self-funding / ticket sales / donations	£350	24 paid staff	To provide a ticketed Santas Grotto experience on 22 December for up to 70 children. 10 children per hour for 7 hours. Children can prepare for Christmas by taking part in arts & crafts activities, before meeting Santa and receiving a small gift. The funding will go towards purchase of gifts for each child, wrapping, additional decorations and activities. Drinks and cakes will also be available for ticketholders.	Crumbs are an independent café with 2 sites in Woodley, including operating out of the Oakwood Centre. In previous years, Crumbs have self-funded a free Santas Grotto for children at their café in Woodley, and last year used the Oakwood Centre for this activity so they can expand the event and provide this for more children. The total cost of running the event is estimated at £1000, though attendees must book ahead and pay a small reservation fee of £3 to combat no shows (last year 30-40% of reservations did not turn up). The remaining costs are funded by Crumbs themselves.	2024/25 application rejected

Organisation	Usual source of funding	Amount requested	Members / Staff / Volunteers	Purpose grant required	Additional information	Previous Grant Award Details (Last 10 years)
Me2 Club <i>(170 child members, 8 from Woodley)</i>	Local and national Trusts / Foundations, community fundraising events, corporate partnerships, Town / Parish Councils.	£350	7 paid staff 170 volunteers	To recruit and screen 5 new volunteers within Woodley who can be matched with 5 Woodley children waiting for support from the charity. In order to recruit volunteers, staff give regular talks at local schools, advertise using social media, and attend local community events.	The charity works to address the challenges of isolation and exclusion of children and young people with wide ranging additional needs and disabilities, regardless of a diagnosis, by enabling them to attend a weekly mainstream leisure activity of their choosing. The charity recruits, trains and supports volunteers who are then carefully matched to a child requiring dedicated help. The work also provides family members with regular weekly respite.	2015/16 - £210 2017/18 - £250 2018/19 - £250 2019/20 - £250 2020/21 - £250 2021/22 - £250 2022/23 - £250 2023/24 - £2,500* 2024/25 - £250 * Youth Grant
Woodley Schools Cluster <i>(11 Woodley Schools / 24-36 children per project (5x projects))</i>	Donations from local businesses, and town council grant.	£350	None – staffing is covered by existing staff within schools	To fund the materials, certificates and small prizes associated with five cluster projects; the Bake Off Challenge, the Tray Garden Challenge, the Coding Challenge, the History Investigators Challenge, the Climate Change Challenge and yet to be determined new year challenge. Funding has previously been provided by local businesses, but donations are becoming more difficult to source. The total cost of the projects is expected to be approx. £355.	The Schools Cluster aims to strengthen all aspects of the children's school lives, their education and understanding their position as part of a community. Cluster projects enable children and staff from all the Woodley schools to work together to provide enrichment opportunities for children that would otherwise not be possible within the constraints of schools. The total cost to cover all projects is expected to exceed £355.	£200 – 2022/23 £350 – 2023/24 £350 – 2024/25

Organisation	Usual source of funding	Amount requested	Members / Staff / Volunteers	Purpose grant required	Additional information	Previous Grant Award Details (Last 10 years)
Woodley United FC <i>(circa 940 members / 830 players - over 50% from Woodley)</i>	Members' fees, fundraising and sponsorship	£350	No paid staff 146 voluntary staff	To allow the club to continue to provide Funino sessions which were successful last season. A combination of increasing attendance and the FA introducing its Future Fit programme wef 2026-27 requiring under 7s to play 3v3 football as opposed to the current 5v5, means the club needs to invest in addition 3v3 goals. The investment will also enable Woodley United to hold periodic inter-club festivals whereby children have the opportunity to play matches against other clubs.	The Club aims to offer everyone in the community the opportunity to play, develop and grow through football, regardless of race, gender, age or ability. The expected cost to provide eight bazooka 3v3 goals is £659.68.	£250 – 2015/16 £250 – 2016/17 £250 – 2017/18 £250 – 2018/19 £250 – 2019/20 £250 – 2020/21 £250 – 2021/22 £250 – 2022/23 £350 – 2023/24 £350 – 2024/25
Woodley Adopt A Street Project (WASP) <i>(200+ members, 99% from Woodley)</i>	No regular source of income other than grant from the Town Council.	£350	No paid staff 1x volunteer coordinator	To purchase additional equipment for volunteers to use (such as litter picker bag holders and hi-viz safety jackets).	WASP is a community based initiative whose purpose is to encourage volunteers to "adopt" a chosen area to litter pick. The aim is to improve the local environment and make Woodley a cleaner and tidier place to live.	£250 – 2015/16 £250 – 2016/17 £250 – 2017/18 £250 – 2018/19 £200 – 2019/20 £250 – 2020/21 £250 – 2021/22 £250 – 2022/23 £350 – 2023/24 £350 – 2024/25

INDIVIDUAL GRANTS

Individual	Usual source of funding	Amount requested	Purpose grant required	Additional information	Previous Grant Award Details (Last 10 years)
YOUNG PERSON A	Student finance & maintenance loan / weekend job	£150	To pay towards the costs associated with enrolling on a 3-year FDA course at London Studio Centre to study Ballet & Dance.	Young person A has trained in dance since they were 10, and have been offered the place on the vocational course. Total costs are £6,000 – finance and loan will not cover this.	£100 – 2021/22

COMMUNITY GRANTS TO COMMUNITY GROUPS AND ORGANISATIONS

Community grants are available to community organisations based in Woodley which act for the local good of the town or those that can demonstrate how they serve Woodley residents and whose membership is open to Woodley residents.

Grants of up to £350 are available for one-off costs such as equipment, materials or building alterations or a youth (under 21) team/group attendance at county, regional, national or international level primarily within a sporting or cultural activity.

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs:

- that could be reasonably be expected to be funded from other sources
- that could reasonably be expected to be funded from members' subscriptions
- that seek to promote or oppose a party-political viewpoint

Successful recipients will be expected to make their best efforts to attend the Full Council meeting at which the grants are presented by the Mayor, failure to attend may influence future awards.

Successful applicants will:

- be required keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, if required to do so

Groups receiving a grant of more than £100 will be required to explain in their application how they will inform their group's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Community Grants form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

A copy of the group's most recent statement of annual accounts, an up to date bank statement, a statement of income and expenditure for the current year and your group's constitution or set of rules signed by the chairman should accompany your application (if you are not able to do this please explain why in the form).

Community grants will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

Community grants will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

COMMUNITY GRANTS TO INDIVIDUALS

Community grants of up to £150 are available to individuals under the age of 21 residing in the parish of Woodley who are excelling in sporting or cultural activities and bringing credit to the town and encouraging inspiration and motivation to their peer group. Grant funding made to these individuals will be related to representation at county, regional, national or international events or activities.

Successful applicants:

- will be expected to make their best efforts to attend the Full Council meeting at which the grants are presented by the Mayor, failure to attend may influence future awards.
- may be required to provide proof of purchase if the funding is for a specific item.
- can only receive grants totalling £150 in any one year and cannot benefit from both a Community group grant and an individual grant in the same financial year (April – March).

Applications can be made by filling in a Community Grants for Individuals form which can be found on the Town Council's website: www.woodley.gov.uk. The form must be completed in black ink, written or typed.

Community grants to individuals will be considered twice a year. Applications must be returned to the Town Clerk, Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, Berkshire RG5 4JZ or by email to admin@woodley.gov.uk (by pressing the submit button if you are completing the form electronically) by either 31 March or 1 November.

Community grants for individuals will be considered and approved by the Strategy and Resources Committee at meetings held in April and November. The Council will not award community grants in excess of the annual budget allocated for this purpose.

All applicants will be informed of the outcome of their application once the Strategy and Resources Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded.

The payment of grants will be made electronically.

Woodley Town Council

SCHEDULE OF MEETINGS - 2026/27

All meetings are held on Tuesdays at 8pm, with the exception of Planning & Community Committee meetings (7:45pm start) or where otherwise stated.

PLANNING & COMMUNITY	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2026</u> 19 May 16 June	<u>2026</u> 2 June	<u>2026</u> 19 June	<u>2026</u> 5 May - Annual Meeting Wed 20 May - Town Meeting 23 June
21 July 25 August (SH) 22 September	8 September	15 September	29 September
20 October 17 November 15 December	10 November	24 November	8 December
<u>2027</u> 12 January 2 February	<u>2027</u> 19 January	<u>2027</u> 26 January	<u>2027</u> 9 February
2 March 30 March 27 April	13 April	20 April	18 May (Annual Meeting)

(SH = School Holidays)

WOKINGHAM BOROUGH COUNCIL SCHOOL TERM DATES excl. inset days (individual schools may differ)

2026 Monday 13 April to Wednesday 22 July
Tuesday 1 September to Friday 18 December

Half Term: 25 - 29 May
Half Term: 26 - 30 October

Elections: 7 May 2026

2027 Monday 4 January to Thursday 25 March
Monday 12 April to Wednesday 21 July

Half Term: 15 - 19 February
Half Term: 31 May - 4 June

Good Friday: 26 March 2027
Elections: 6 May 2027

Accessibility Statement

Woodley Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This accessibility statement applies to www.woodley.gov.uk.

Compliance status

Whilst this website's framework, designed by [Aubergine 262](#), is compliant with the [Web Content Accessibility Guidelines version 2.2 AA](#) standard, certain content on the website is not compliant.

Non accessible content

Some pages contain content and attachments which are not currently compliant with the accessibility regulations; they include:

- Certain images which do not have a text alternative, so people using a screen reader cannot access the information, failing WCAG 2.1 success criterion 1.1.1 (non-text content)
- PDF's which are not fully accessible to screen reader software; in particular, those with:
 - No clear structure, failing WCAG 2.1 1.3.1 (Info and Relationships) and 4.1.2 (name, role value)
 - Images or diagrams lacking a text alternative, failing WCAG 2.1 1.1.1 (non-text content)
- Content produced by third parties

We are doing all we can to identify content that is non-compliant and, where possible, updating this content to be compliant.

If you find you require any content in an alternative, accessible format, please contact us.

Preparation of this accessibility statement

This statement was prepared on 6 November 2025.

The statement was last reviewed on 6 November 2025 and approved by the Town Clerk.

The website's pages were reviewed by Aubergine 262 Ltd using WebAIM reporting tools. The website was last reviewed on [DATE].

Feedback and contact information

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact:

Kevin Murray – Town Clerk
townclerk@woodley.gov.uk
Woodley Town Council, the Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
0118 969 0356

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations').

If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

CCTV POLICY

Version	1.1
Created by	Kevin Murray –Town Clerk
Date approved	
Approved by	Strategy & Resources Committee

1. Purpose

- 1.1 This policy outlines the Town Council's approach to the operation and management of Closed-Circuit Television (CCTV) systems installed in the Oakwood Centre, Woodford Park Leisure Centre, Woodley Town Centre and any other locations where the use of CCTV is approved for use by the Council. The purpose of these systems is to enhance public safety, deter and detect crime, and protect council property and assets.

2. Objectives

- 2.1 This CCTV Policy explains how Woodley Town Council will operate its CCTV equipment and comply with the current legislation.

Woodley Town Council uses CCTV equipment to provide a safer, more secure environment for its staff, volunteers, members of the public and service users, and to combat vandalism and theft.

CCTV is installed for the purpose of:

- staff, public and premise security, and safeguarding on Woodley Town Council land and premises.
- the prevention, investigation, and detection of crime.
- The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).
- Monitoring the security of the sites.
- To improve public safety and re-assure the public.
- To collect evidence for the purpose of criminal and civil litigation by the police with a responsibility for enforcing law, licensing, and regulation.
- To alert the emergency services when required of actual or potential incidents.

3. Legal Framework

This policy complies with:

- **UK General Data Protection Regulation (UK GDPR)**
- **Data Protection Act 2018**
- **Protection of Freedoms Act 2012**

- **Human Rights Act 1998**
- **Freedom of Information Act 2000**
- **Surveillance Camera Code of Practice (Home Office)**

4. Operation

3.1 In order to comply with the requirements of the law, data will be:

- Fairly and lawfully processed.
- Processed for limited purposes and not in a manner incompatible with those purposes.
- Adequate, relevant, and not excessive
- Accurate
- Not kept for longer than is necessary.
- Processed in accordance with individuals' rights.
- Secure
- Clear signage will be placed in the immediate vicinity of the area being monitored. The signs will be clearly visible and legible. They will contain details of the organisation operating the scheme, the purpose for using CCTV and who to contact about the scheme. They will be in appropriate size depending on context.
- Cameras will not be installed in a covert manner.

5. Location

5.1 Cameras are in those areas where it has been identified there is a need and where other solutions are ineffective. The CCTV systems are used solely for the purpose(s) identified and is not used to routinely monitor staff, volunteers, the public or service users conduct.

5.2 CCTV System locations.

CCTV systems are installed at the following locations; The Oakwood Centre, Woodford Park Leisure Centre, Woodley Town Centre (Shopping Precinct).

Cameras are located both inside and outside buildings. Monitoring is from secure office locations only and can only be viewed by authorised Woodley Town Council employees.

4.3 Cameras will not be installed in the following areas:

- Toilets, Changing/Shower facilities, or Baby changing areas.
- Dressing or changing room facilities or any area designated to be an area requiring privacy.
- Cameras will not be located where they will affect an individual's rights.
- Static cameras will not focus on private homes, gardens, and other areas of private property.
- Where private homes or gardens are in view of the CCTV system software has been used to blur those images at the point of viewing so that images of those areas cannot be viewed or recorded.

6. Maintenance

5.1 The CCTV system is maintained by Woodley Town Council or it's specialist CCTV support provider and includes periodic maintenance inspections.

Woodley Town Council is responsible for:

- Ensuring that it complies with its responsibilities in relation to guidance on location of the camera. A detailed log will be kept by the Executive Officer/ Data Protection Officer to identify the location of each camera.
- Ensuring that the date and time reference are accurate.
- Ensuring that suitable maintenance and servicing is undertaken to ensure that clear images are recorded.
- Ensuring that the Data Protection Officer is trained in the use of the equipment.
- Ensuring that cameras are protected from vandalism to ensure that they remain in working order.
- Ensuring that appropriate signage is in place, clear and legible.

7. Retention of images

6.1 Images from cameras are recorded on a secure hard drive ("the recordings"). Where recordings are retained for the purposes of security of staff and premises, these will be held in secure storage, and access controlled. Recordings which are not required for the purposes of security of staff and premises will not be retained for longer than is necessary.

Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified.

The system does not have an automatic power backup facility in the event of a main power supply failure.

Woodley Town Council reserves the right to use images captured on CCTV where there is activity that cannot be expected to be ignored such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. The Data Protection Officer ("DPO") will retain images for evidential purposes in a locked area. Where images are retained, the DPO will ensure the reason for its retention is recorded, where it is kept, any use made of the images and finally when it is destroyed.

Woodley Town Council ensures that images are not retained for longer than is necessary. Once the retention period has expired, images are removed or erased. Images are normally retained for a maximum of 30 days.

8. Access to images and Subject Access Requests

- 6.1 It is important that access to and disclosure of images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

Individuals whose images are recorded have a right to view images of themselves and unless they agree otherwise to be provided with a copy of the images. If Woodley Town Council receives a Subject Access Request under GDPR 2018 it will comply with the requests within 1 month. If the Council receives a request under the Freedom of Information Act 2000 it will comply with requests within 20 working days of receiving the request.

As a rule, if the viewer can identify any person other than or in addition to the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information Request.

Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system. Requests for access should be addressed to the Data Controller.

Refusal to disclose images may be appropriate where its release is:

- Likely to cause substantial and unwarranted damage to that individual.
- To prevent automated decisions from being taken in relation that individual.

6.2 Viewing of live images and recorded images shall be limited to those individuals required to do so as part of their job role.

	Authorised Personnel Live viewing	Authorised Personnel Recorded viewing
The Oakwood Centre	Venues Team Office Team Town Clerk Deputy Town Clerk	Town Clerk Deputy Town Clerk Venues Manager
Woodford Park Leisure Centre	Office Team Town Clerk Deputy Town Clerk	Town Clerk Deputy Town Clerk Leisure Services Manager
Town Centre	Town Clerk Deputy Town Clerk Town Centre Manager Thames Valley Police*	Town Clerk Deputy Town Clerk Town Centre Manager Thames Valley Police*

**Thames Valley Police shall be provided with remote access to view live footage from the Town Centre CCTV cameras. This access is provided via a system specific app with log in details strictly confidential and issued only to the appropriate representative from Thames Valley Police.*

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing the recordings.
- The date and time of removal of the recordings.
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties).
- The reason for the viewing.
- The outcome, if any, of the viewing.
- The data and time of replacement of the recordings.
- Any crime incident number to which the images may be relevant, if applicable.
- The place to which the recordings will be taken, if applicable.
- The signature of the collecting police officer, if applicable.

9. Monitoring and Evaluation

- 8.1 Woodley Town Council shall review the requirement for CCTV cameras as required in accordance with the principles of this policy and the relevant legislation.