Woodley Town Council

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 19 September 2017 at 8:00 pm

---

Present: *Councillors K. Baker (Chairman); A. Chadwick; J. Cheng; R. Dolinski; D. Mills; D. Smith; D. Stares; M. Walker*

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer*

Also present: *1 member of the public*

DRAFT

29. **APOLOGIES**

Apologies for absence were received from Councillor S. Brindley.

30. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

31. **MINUTES OF THE MEETING HELD ON 13 JUNE 2017**

RESOLVED:

- That the minutes of the Strategy and Resources Committee meeting of 13 June 2017 be approved and signed by the Chairman as a correct record.

32. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 30/17.

RESOLVED:

- To note Report No. SR 30/17.

b) **Payments**

In reply to a question the Deputy Town Clerk explained that the charges for computer equipment were for units to replace old equipment that was past its working life. The Town Clerk informed Members that the train tickets to Stanstead had been purchased by the Sports team when they attended an exhibition in Stanstead.

RESOLVED:

- To approve the following payments, listed in **Appendix A** (June), **Appendix B** (July) and **Appendix C** (August):

	Current account	Imprest account
June 2017	£81,978.49	£46,764.97
July 2017	£105,861.74	£44,588.99
August 2017	£102,149.49	£45,756.96

c) **Credit card charges**

Members noted that from 13 January 2018 it would not be permissible to make an extra charge for payments made by credit card and that the current charge levied on credit card payments for Council services would cease on 12 January 2018. The Town

Clerk explained that this was a change in the law and would apply to all card payments. She reported that the charges made by credit card companies would in future have to be bourne by the Council and were in the order of 4%. A reduction in the charges had been requested, but had been refused by the bank.

RESOLVED:

- That the Town Clerk provide a report to a future meeting setting out the level of income paid by credit/debit cards and an investigation of possible alternative card payment processing companies.

33. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 31/17 and informed Members that essential works had been carried out to water supply fittings in the Oakwood Centre at a cost of £1,700. This work was found to be necessary following a routine regulatory inspection by Thames Water in July.

Members were pleased to note that bookings had been taken from new regular hirers and new one-off hirers, but commented that the use by community groups was disappointingly low. The Town Clerk pointed out that some business bookings in the evening were providing opportunities for community use, such as yoga classes. The importance of advertising the availability of rooms at the Centre for local community use was noted.

RESOLVED

- To note Report No. SR 31/17.

34. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Report No. SR 32/17 of the Catering Partnership meeting held on 21 July 2017 and reported that ways of increasing the revenue from catering were being investigated.

RESOLVED:

- To note Report No. SR 32/17.

35. **PR / MARKETING WORKING GROUP**

a) The Chairman presented Reports No. SR 33/17 and SR 34/17 of the PR/Marketing Working Group meetings held on 12 July and 6 September 2017. He noted that the primary focus of the working group was currently the design of the new website, which was on target to go live by the end of the year and would be made available to Councillors as a trial before then.

Members were disappointed that the income from the use of the Bader Room by a regular hirer was only 50% of the anticipated income, following the marketing of this room for business use. The Town Clerk informed Members that there had been enquiries from organisations looking for serviced office space, but no full-time hirers had been found yet. Members commented that there was a lot of office space currently available in Woodley and noted the working group's decision to continue to market the Bader Room for long-term business use.

Members also noted the working group's plans to organise an event on 11 November 2018 to commemorate the end of World War 1 and to arrange monthly entertainment events on the Centre Stage in the town centre.

DRAFT

RESOLVED:

- To note Reports SR 33/17 and SR 34/17.
- That a sum of £5,000 be allocated from the general reserve to fund the arrangements and provision of entertainment at the Centre Stage in 2017/18

b) Members considered the proposed amendments to the terms of reference of the PR/Marketing Working Group.

RESOLVED:

- To approve the revised terms of reference of the PR/Marketing Working Group, attached at **Appendix D**.

36. **EARMARKED RESERVES**

The Town Clerk presented Report No. SR 35/17 and the Chairman thanked her for an excellent report, as it was the first time that information on the Council's earmarked reserves had been documented in this way. It was agreed that this information would be presented to the Committee in this way twice a year and that the officer or council body responsible for approving the spending in each reserve would be noted in the report.

RESOLVED:

- To note report No. SR 35/17.
- That the Healthy Habits earmarked reserve be deleted and its funds of £503 be allocated to the general reserve.

37. **GENERAL DATA PROTECTION REGULATION**

Members noted the information given in the agenda regarding the new General Data Protection Regulation, which would come into force on 25 May 2018, and the systems that would need to be put in place to ensure the Council's compliance.

Under this item there was a short discussion on the circumstances under which councillors should register individually with the Information Commissioner's Office

38. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

In response to a question the Chairman informed Members that the charging structure for the car parks in Woodley (no evening or Sunday charge, but 10p increase in the hourly rate at other times) would be reviewed by Wokingham Borough Council shortly and it had been proposed that the trial of the current arrangements be extended until the end of the year. Meanwhile, Councillor Baker reported that he had suggested to the Borough Council that the Woodley model of car park charging be extended throughout the borough.

RESOLVED:

- To note the report of the Woodley Town Centre Management Initiative meeting held on 5 July 2017.

39. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and informed Members that an application had been submitted to the Borough Council for £200,000 Section 106 funding for play equipment for the Memorial Ground.

RESOLVED:

- To note the external funding project list.

DRAFT

40. **CONTRACT FOR ROOFING WORKS AT WOODFORD PARK LEISURE CENTRE**

Members noted the information provided in the agenda regarding the tenders received for the work required to replace the flat roofs at Woodford Park Leisure Centre and the choice of the preferred contractor. The Council's Financial Regulations required the Town Clerk to report the reasons for the decision to the Committee, as the lowest tender had not been accepted.

RESOLVED:

- To note the reasons for the officers' decision in the matter of the appointment of a contractor to carry out the works to the flat roofs at Woodford Park Leisure Centre.

41. **3G PITCH ADDITIONAL COSTS**

Members noted the unanticipated costs, totalling £5,929, relating to the end of the defects period for the 3G pitch, as detailed in the agenda.

RESOLVED:

- To allocate funds of £5,929 from the general reserve to cover the additional costs relating to the end of the defects period for the 3G pitch.

42. **PUBLIC TOILET UPDATE**

Members noted that the lease agreement for the location of the public toilet had still not been finalised with Wokingham Borough Council. The order for the unit would be placed as soon as the agreement was signed and the delivery period was estimated to be 10 – 12 weeks.

43. **WOODLEY PRE-SCHOOL UPDATE**

The Deputy Town Clerk informed Members that Woodley Pre-School had submitted a planning application for a modular building in Woodford Park to house the pre-school. He reported that preparatory work for the relocation of the Maintenance Team to the Grounds Depot had started, to enable the site to be made available to the pre-school.

Councillor Smith commented that the Council must be mindful not to permit overdevelopment to occur within Woodford Park.

44. **WOODFORD PARK LEISURE CENTRE REGENERATION TASK & FINISH GROUP**

Members reviewed the membership of the Woodford Park Regeneration Task & Finish Group, which consisted of 4 members of the Strategy and Resources Committee and 4 members of the Leisure Services Committee.

RESOLVED:

- That Councillors Baker, Brindley, Cheng and Mills would remain on the Woodford Park Regeneration Task & Finish Group.

45. **CENTENARY COMMEMORATION OF THE END OF WORLD WAR 1**

Members noted that, following the Full Council meeting on 27 June 2017 at which Messrs Lott, Hutchinson and Pope proposed plans for a large celebration on Remembrance Day 2018 and requested that this be funded by the Town Council, and the Council's response at the meeting that the Council was unlikely to allocate funds of £10-20,000, a letter had been received from Mr Lott expressing his disappointment and stating that he and his colleagues were not prepared to be involved unless the Council reconsiders its response to their proposals. It was proposed that the PR & Marketing Working Group support and arrange the commemoration event on 11 November 2018, as recorded at minute number 35a.

DRAFT

46. **RESIDENTS' SURVEY 2017**

The Town Clerk presented the report of the 2017 Residents' Survey, which had been circulated with the agenda. Members agreed that the report contained some very useful information and suggestions, which the Council would be able to consider or address.

RESOLVED:

- To receive the report of the 2017 Residents' Survey.

47. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Members noted that the July Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £35,318.

48. **BOROUGH /PARISH LIAISON FORUM**

Members noted the minutes of the Borough/Parish Liaison Forum held on 3 July 2017.

49. **FUTURE AGENDA ITEMS**

There were no new suggestions for future agenda items.

50. **PUBLICITY AND WEBSITE**

There were no suggestions for items to be publicised.

51. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- That in view of the confidential nature of the business about to be transacted in relation to commercial and personal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda items.

52. **WOODFORD PARK LEISURE CENTRE FITNESS GYM**

Members noted the confidential gym membership and financial information provided at the meeting.

53. **PERSONNEL SUB COMMITTEE**

The Town Clerk presented Report No. SR 36/17 of the Personnel Sub Committee meeting held on 12 September 2017.

RESOLVED:

- To note Report No. SR 36/17.
- That the scale of the Venues Manager post be extended to encompass spinal column points 29 – 34.
- That the Senior Grounds Person post be deleted from the staff establishment.
- That a post of Deputy Grounds Manager, graded at Scale 6, spinal column points 26 to 28, be added to the establishment.
- To approve the job description for the Deputy Grounds Manager, as presented.
- That the Senior Grounds Person post holder be appointed to the Deputy Grounds Manager post and placed on the recommended point in the scale with effect from 1 April 2017.

The meeting closed at 10:00 pm

DRAFT

Woodley Town Council 2017/2018

Current Account
List of Payments made between 01/06/2017 and 30/06/2017

Date Paid	Payee Name	Amount Paid	Transaction Detail
09-Jun-17	A1 Locksmiths(Berkshire) Ltd	89.96	Keys cut for bollards
09-Jun-17	Arkell - Hurcombe-Bronzeworks	98.64	Bronze plaque
16-Jun-17	ASAP Computer Services	1044.12	HP Mini-tower/MS software/labour charge
22-Jun-17	BCM Group Plc	103.01	Service & maint photocopier WPLC
09-Jun-17	Be Fuelcards Ltd	28.19	Unleaded petrol/admin fee
23-Jun-17	Be Fuelcards Ltd	22.15	Unleaded petrol/admin fee
22-Jun-17	Berkshire Tree Care	900.00	Remove trees from Loddon Mead
22-Jun-17	Bowak Ltd	628.42	Cleaning supplies
09-Jun-17	Brake Bros Foodservice Ltd	111.93	Vending supplies
22-Jun-17	Brake Bros Foodservice Ltd	477.29	Vending supplies
09-Jun-17	Brown Bag Cafe Ltd	34.38	Catering services
22-Jun-17	Brown Bag Cafe Ltd	1337.56	Catering services
09-Jun-17	BT Payments Services Ltd	612.46	Phone
08-Jun-17	BT Telephone Payment Centre	161.64	Phone
14-Jun-17	Castle Water	2017.11	Water rates
14-Jun-17	Castle Water	3355.79	Water rates
22-Jun-17	Castle Water	628.33	Water rates
22-Jun-17	Castle Water	598.00	Water rates
22-Jun-17	Castle Water	530.81	Water rates
22-Jun-17	Castle Water	261.90	Water rates
06-Jun-17	Castle Water Ltd D/D	2591.41	Water rates
22-Jun-17	Castle Water Ltd D/D	116.41	Water rates
22-Jun-17	Castle Water Ltd D/D	44.16	Water rates
01-Jun-17	CF Corporate Finance Ltd	166.32	Qtrly Photocopier charge
09-Jun-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
02-Jun-17	Club Manager Ltd	80.40	Club Manager membership
22-Jun-17	CoolerAid Ltd	189.60	Bottled water
21-Jun-17	Crown Gas & Power	764.26	Gas supply
21-Jun-17	Crown Gas & Power	210.50	Gas supply
21-Jun-17	Crown Gas & Power	120.86	Gas supply
21-Jun-17	Crown Gas & Power	115.68	Gas supply
09-Jun-17	David Provins	292.69	Grant - Friends of Woodford Park
09-Jun-17	Dejac Associates Ltd	2118.00	iMac computer/MS software/labour charge
09-Jun-17	EDF Energy 1 Ltd	14.73	Electricity supply
09-Jun-17	Energy Electrical Distributors Ltd	14.90	Electric supplies
12-Jun-17	Epos Now Ltd D/D	30.00	EPOS till monthly charge
16-Jun-17	Eurodec Ltd	41.06	Building supplies
09-Jun-17	Farol Ltd	220.93	Gardening supplies
22-Jun-17	Farol Ltd	559.20	Gardening supplies
09-Jun-17	Fencing Products Ltd	24.96	Gardening supplies
16-Jun-17	Fencing Products Ltd	72.00	Gardening supplies
22-Jun-17	Fraser Office Supplies Ltd	165.05	Stationery supplies
22-Jun-17	Global Foodservice Equipment	544.79	Daewoo Microwave
29-Jun-17	HMRC Cumbernauld	13862.75	PAYE & NI
09-Jun-17	IMAGE BOX	240.00	Design layout for publicity
22-Jun-17	IMAGE BOX	108.00	WTC/Oakwood signage
09-Jun-17	InTouch	35.99	Monthly website charge
22-Jun-17	InTouch	35.99	Monthly website charge
09-Jun-17	JTK Freestyle LLP	100.00	Coach-Kick box
14-Jun-17	Lloyds Bank D/D	122.41	Monthly cardnet service charge
22-Jun-17	Lyreco UK Ltd	39.26	Stationery supplies
14-Jun-17	Mainstream Digital Ltd	4.72	Phone
23-Jun-17	Maintel Europe Ltd	331.62	Annual phone maintenance cover
15-Jun-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
09-Jun-17	P&H Direct Van Sales Ltd	315.82	Vending supplies
16-Jun-17	P&H Direct Van Sales Ltd	270.44	Vending supplies

DRAFT

22-Jun-17	P&H Direct Van Sales Ltd	207.21	Vending supplies
13-Jun-17	Pitney Bowes Ltd	100.00	Postage topup
09-Jun-17	Playsafety Ltd	520.80	Annual playground inspection
09-Jun-17	Plusnet Plc	52.20	Phone
16-Jun-17	Plusnet Plc	38.40	Phone
09-Jun-17	PRS for Music	513.35	Music licence
29-Jun-17	Prudential	30.00	AVC payment deducted from pay
26-Jun-17	Public Works Loan Board	10640.58	PWLB loan repayment
16-Jun-17	Rigby Taylor	533.06	Gardening supplies
09-Jun-17	Round & About Publications Ltd	487.20	WTCMI - full page advert
12-Jun-17	SGW Payroll Ltd	156.98	Payroll services
22-Jun-17	Shinfield Shambles	75.00	Woodley Centre - stage openning
16-Jun-17	Siemens Financial Services Ltd	720.00	Qtrly Photocopier rental charge
15-Jun-17	Siemens Finanial Services	1100.80	Gym equip monthly rental
09-Jun-17	Southern Electric Contracting Ltd	100.27	Electricity supply
09-Jun-17	SSE Southern Electric	83.33	Electricity supply
16-Jun-17	SSE Southern Electric	1346.62	Electricity supply
09-Jun-17	Thames Valley Temperature Control Ltd	619.80	Gas test/call out Chapel Hall/heating pump OC
09-Jun-17	Thames Valley Water Services Ltd	78.00	Water sample checks
22-Jun-17	Thames Valley Water Services Ltd	150.00	Water sample checks
29-Jun-17	The Berkshire Pension Fund	13086.56	Pension - employers and employees
16-Jun-17	Total Gas & Power Ltd	739.51	Electricity supply
09-Jun-17	Trade UK - Screwfix	168.36	Building supplies
22-Jun-17	Trade UK - Screwfix	188.90	Building supplies
16-Jun-17	Traditional Local Cleaning Ltd	1593.29	Contract cleaning
09-Jun-17	Travis Perkins Trading Co	316.15	Building supplies
09-Jun-17	Ukactive	777.86	Music licence - Woodford Park LC
29-Jun-17	Unison Collection Ac	32.20	Union fees deducted from pay
16-Jun-17	Veolia ES - UK Ltd	823.20	Refuse collection
22-Jun-17	Veolia ES - UK Ltd	665.05	Refuse collection
19-Jun-17	Vodafone	238.65	Phone
01-Jun-17	Wokingham BC	40.00	Rates
01-Jun-17	Wokingham BC	154.00	Rates
01-Jun-17	Wokingham BC	340.00	Rates
01-Jun-17	Wokingham BC	839.00	Rates
01-Jun-17	Wokingham BC	2120.00	Rates
16-Jun-17	Woodley Carnival Comm	3000.00	Grant
		81978.49	

CLERKS IMPREST A/C
List of Payments made between 01/06/2017 and 30/06/2017

Date Paid	Payee Name	Amount Paid	Transaction Detail
06-Jun-17	(Personal Information)	50.00	Refund deposit
06-Jun-17	(Personal Information)	50.00	Refund deposit
12-Jun-17	(Personal Information)	200.00	Refund deposit
12-Jun-17	(Personal Information)	26.00	WPLC course refund
12-Jun-17	(Personal Information)	49.40	Refund deposit
12-Jun-17	Adrian Wakelin	100.00	Grant
16-Jun-17	(Personal Information)	15.00	Refund deposit
19-Jun-17	(Personal Information)	100.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
26-Jun-17	(Personal Information)	50.00	Refund deposit
26-Jun-17	(Personal Information)	206.10	Train tickets-Rdg to Stansted
26-Jun-17	(Personal Information)	15.00	Refund deposit
27-Jun-17	(Personal Information)	246.81	O/T pay - June 2017
28-Jun-17	(Personal Information)	52.78	Robert Dyas-Kettle/cartridges

DRAFT

07-Jun-17	BCA Ltd	36.00	Licence fee - Investiture imag
22-Jun-17	Booking.com	70.00	WTCMI-Room resversation
26-Jun-17	Carbonite Backup	48.64	WTCMI-Software backup
12-Jun-17	Czech school	150.00	Refund deposit
01-Jun-17	Fridge Freezer Direct	347.93	Double sliding door bottle cooler
28-Jun-17	Lloyds Bank	44450.40	Net June 2017 payroll
09-Jun-17	Lloyds Bank D/D	7.62	Monthly bank service charge
26-Jun-17	Luminati Ltd	42.84	Replacement security cover
21-Jun-17	PETTY CASH A/C	250.45	Top-up petty cash
		46764.97	

DRAFT

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/07/2017 and 31/07/2017

Date Paid	Payee Name	Amount Paid	
20-Jul-17	Alan Hadley Ltd	276.00	Refuse collection
14-Jul-17	Alan Harland	500.00	Accountancy support
07-Jul-17	Allen's Design & Print Ltd	474.00	Easter & May Bank hols banners
05-Jul-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
05-Jul-17	BALC	3513.44	Affiliation fee - BALC & NALC
07-Jul-17	Be Fuelcards Ltd	0.76	Admin fee
14-Jul-17	Be Fuelcards Ltd	35.14	Unleaded petrol/admin fee
21-Jul-17	Be Fuelcards Ltd	64.58	Diesel/Admin fee
21-Jul-17	Berkshire Tree Care	1080.00	Remove Cypress tree
20-Jul-17	Bowak Ltd	519.08	Cleaning supplies
21-Jul-17	Bowak Ltd	100.13	Cleaning supplies
05-Jul-17	Brake Bros Foodservice Ltd	162.16	Vending supplies
07-Jul-17	Brake Bros Foodservice Ltd	377.64	Vending supplies
14-Jul-17	Brake Bros Foodservice Ltd	436.26	Vending supplies
20-Jul-17	Brake Bros Foodservice Ltd	398.29	Vending supplies
20-Jul-17	Brown Bag Cafe Ltd	1198.94	Catering services
13-Jul-17	Castle Water	-2092.91	Water rates credit
13-Jul-17	Castle Water	-530.81	Water rates credit
14-Jul-17	Castle Water	-905.06	Water rates credit
24-Jul-17	Castle Water Ltd D/D	116.41	Water rates
24-Jul-17	Castle Water Ltd D/D	44.16	Water rates
28-Jul-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
14-Jul-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
03-Jul-17	Club Manager Ltd	80.40	Club Manager membership
21-Jul-17	CoolerAid Ltd	109.02	Bottled water
21-Jul-17	Crown Gas & Power	441.34	Gas supply
21-Jul-17	Crown Gas & Power	190.69	Gas supply
21-Jul-17	Crown Gas & Power	92.18	Gas supply
05-Jul-17	Drews Ltd	78.11	Safety boots & 2 x brooms
07-Jul-17	EDF Energy 1 Ltd	142.30	Electricity supply
28-Jul-17	Energy Electrical Distributors Ltd	29.81	Electricity supplies
12-Jul-17	Epos Now Ltd D/D	30.00	EPOS till mthly charge
28-Jul-17	Eurodec Ltd	33.60	Building supplies
07-Jul-17	Eurodec Ltd	22.63	Building supplies
14-Jul-17	Eurodec Ltd	12.85	Building supplies
20-Jul-17	Eurodec Ltd	69.89	Building supplies
05-Jul-17	Farol Ltd	73.00	Oil - Depot
20-Jul-17	Fencing Products Ltd	350.40	Gardening supplies
20-Jul-17	Fraser Office Supplies Ltd	126.97	Stationery supplies
21-Jul-17	Fraser Office Supplies Ltd	191.55	Stationery supplies
28-Jul-17	HC Slingsby Plc	48.14	Pen-type thermometer
20-Jul-17	Helen Masey	1312.50	Residents Survey 2017
28-Jul-17	High Speed Training	162.00	Staff training (Asbestos)
21-Jul-17	HMRC Cumbernauld	13196.92	PAYE & NI
21-Jul-17	InTouch	35.99	Monthly website charge
05-Jul-17	John Stacey - Sons Ltd	894.00	Refuse collection
07-Jul-17	John Stacey - Sons Ltd	480.00	Refuse collection
20-Jul-17	John Stacey - Sons Ltd	240.00	Refuse collection
14-Jul-17	John Willis	120.00	Window cleaner
14-Jul-17	Just Around The Corner	5986.75	Grant
14-Jul-17	Key Industrial Euip Ltd	108.00	Waste sacks
05-Jul-17	Lantec Security Ltd	4468.80	Installation fire alarm panel OC
05-Jul-17	Lightatouch	175.00	Internal audit

DRAFT

04-Jul-17	Lloyds Bank D/D	32.13	Monthly bank service charge
14-Jul-17	Lloyds Bank D/D	190.84	Monthly cardnet service charge
21-Jul-17	Lyreco UK Ltd	111.61	Stationery supplies
28-Jul-17	M J & K A Collions	285.12	Tablet salt
14-Jul-17	Mailcoms Ltd	89.88	Mailbase ink cartridge
14-Jul-17	Mainstream Digital Ltd	58.50	Phone
21-Jul-17	Margaret Macknelly Design	866.40	Redesign of Woodley Herald
17-Jul-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
14-Jul-17	Occupational Medicals Enterprises Ltd	390.00	Staff medical
21-Jul-17	Office Depot International UK Ltd	44.66	Stationery supplies
28-Jul-17	P&H Direct Van Sales Ltd	100.36	Vending supplies
05-Jul-17	P&H Direct Van Sales Ltd	105.54	Vending supplies
07-Jul-17	P&H Direct Van Sales Ltd	74.59	Vending supplies
14-Jul-17	P&H Direct Van Sales Ltd	185.08	Vending supplies
20-Jul-17	P&H Direct Van Sales Ltd	179.97	Vending supplies
17-Jul-17	Pitney Bowes Ltd	100.00	Postage topup
27-Jul-17	Pitney Bowes Ltd	100.00	Postage topup
11-Jul-17	Plusnet Plc	52.20	Phone
17-Jul-17	Plusnet Plc	38.40	Phone
21-Jul-17	Prudential	30.00	AVC payment deducted from pay
07-Jul-17	Reading Borough Council	3250.00	Allotments licence fee
28-Jul-17	Rialtas Business Solutions Ltd	133.20	Allotments licence upgrade
28-Jul-17	Rigby Taylor	68.00	Gardening supplies
05-Jul-17	Riso UK Ltd	247.51	Qtrly photocopier charge
05-Jul-17	Robinson Low Francis	2790.00	3G Pitch surveying consultancy
10-Jul-17	SGW Payroll Ltd	169.22	Payroll services
17-Jul-17	Siemens Finanial Services	1100.80	Gym equip monthly rental
20-Jul-17	Southern Electric Contracting Ltd	492.32	Electricity supply
21-Jul-17	Spaldings Ltd	732.48	Gardening supplies
20-Jul-17	SSE Southern Electric	2110.24	Electricity supply
28-Jul-17	Thames Valley Water Services Ltd	78.00	Water sample checks
21-Jul-17	The Berkshire Pension Fund	12715.44	Pension - employers and employees
21-Jul-17	The Letterworks Ltd	693.00	Woodley Herald print
07-Jul-17	Tiger Turf UK Ltd	20174.45	3G Pitch final payment - retention
21-Jul-17	Total Gas & Power Ltd	1320.03	Electricity supply
05-Jul-17	Trade UK - Screwfix	4.80	Building supplies
20-Jul-17	Trade UK - Screwfix	291.72	Building supplies
20-Jul-17	Traditional Local Cleaning Ltd	1969.61	Contract cleaning
05-Jul-17	Travis Perkins Trading Co	173.29	Building supplies
07-Jul-17	Travis Perkins Trading Co	468.43	Building supplies
21-Jul-17	Unison Collection Ac	32.20	Union fees deducted from pay
05-Jul-17	Vaughtons	207.56	Past Mayor jewels
07-Jul-17	Veolia ES - UK Ltd	232.88	Refuse collection
21-Jul-17	Veolia ES - UK Ltd	1033.87	Refuse collection
18-Jul-17	Vodafone	248.60	Phone
14-Jul-17	Vodofone Ltd	496.94	Phone
20-Jul-17	WFL UK Ltd	1767.36	Diesel - Depot
14-Jul-17	Windowflowers Ltd	6243.00	WTCMI town centre flowers
03-Jul-17	Wokingham BC	40.00	Rates
03-Jul-17	Wokingham BC	154.00	Rates
03-Jul-17	Wokingham BC	340.00	Rates
03-Jul-17	Wokingham BC	839.00	Rates
03-Jul-17	Wokingham BC	2120.00	Rates
05-Jul-17	Wokingham Borough Council	255.00	Legal fees Woodley Theatre agreement
14-Jul-17	Wyevale Garden Centres Ltd	109.97	Gardening supplies

105861.74

DRAFT

CLERKS IMPREST A/C

List of Payments made between 01/07/2017 and 27/07/2017

Date Paid	Payee Name	Amount Paid	
17-Jul-17	(Personal Information)	10.00	WPLC course refund
10-Jul-17	(Personal Information)	50.00	Refund deposit
17-Jul-17	(Personal Information)	50.00	Refund deposit
03-Jul-17	(Personal Information)	50.00	Refund deposit
31-Jul-17	(Personal Information)	50.00	Refund deposit
17-Jul-17	(Personal Information)	50.00	Refund deposit
03-Jul-17	(Personal Information)	50.00	Refund deposit
31-Jul-17	(Personal Information)	15.00	Refund deposit
10-Jul-17	(Personal Information)	50.00	Refund deposit
17-Jul-17	(Personal Information)	50.00	Refund deposit
25-Jul-17	Amazon.co.uk	17.98	iPhone case cover
31-Jul-17	Amazon.co.uk	4.67	Ex-pro 10m modem cable
05-Jul-17	Amersham & Wycombe	50.00	Staff training - exam
13-Jul-17	Apple-on-line	44.70	Recharging cables
11-Jul-17	Churches Together	50.00	Refund dep-Churches Together
13-Jul-17	DVLA Vehicle Tax	240.00	KD51 WTW - Vehicle tax
03-Jul-17	Fellowship Education	50.00	Refund deposit
26-Jul-17	Lloyds Bank	43033.00	Net July 2017 payroll
14-Jul-17	Lloyds Bank D/D	8.33	Monthly bank service charge
03-Jul-17	Mountain Entertainment	100.00	Minion Meet & Greet - Centre Stage
19-Jul-17	PETTY CASH A/C	174.27	Top up - petty cash
20-Jul-17	Printed.com	92.14	Dog display signs/artwork
10-Jul-17	R Dedi	150.00	Refund deposit
20-Jul-17	Toolventure.co.uk	48.90	Sitemaster safety boots
31-Jul-17	Woodley & Whitegates Labour Party	100.00	Refund deposit
		44588.99	

DRAFT

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/08/2017 and 31/08/2017

Date Paid	Payee Name	Amount Paid	
11-Aug-17	Alan Hadley Ltd	276.00	Refuse collection
18-Aug-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
11-Aug-17	Autoglass	246.33	Replace rear window on van
04-Aug-17	Be Fuelcards Ltd	28.49	Unleaded petrol - depot
11-Aug-17	Bourne Amenity Ltd	950.82	Topdressing soil - depot
18-Aug-17	Bowak Ltd	121.65	Cleaning supplies
04-Aug-17	Brake Bros Foodservice Ltd	443.10	Vending supplies
18-Aug-17	Brake Bros Foodservice Ltd	263.00	Vending supplies
23-Aug-17	Brown Bag Cafe Ltd	1154.84	Catering services
22-Aug-17	BT Telephone Payment Centre	1463.12	Phone
23-Aug-17	BT Telephone Payment Centre	131.04	Phone
24-Aug-17	BT Telephone Payment Centre	85.32	Phone
24-Aug-17	BT Telephone Payment Centre	52.36	Phone
24-Aug-17	BT Telephone Payment Centre	85.32	Phone
25-Aug-17	BT Telephone Payment Centre	52.36	Phone
04-Aug-17	Bullseye Awards & Garments Ltd	247.00	Medals - Kwik cricket tournment
18-Aug-17	Came & Company IBA	215.87	Insurance - additional cover cost
22-Aug-17	Castle Water Ltd D/D	44.16	Water rates
22-Aug-17	Castle Water Ltd D/D	116.41	Water rates
11-Aug-17	CCTV Direct Ltd	107.48	Video pack/wide angle dome
23-Aug-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
01-Aug-17	Club Manager Ltd	80.40	Club Manager membership
23-Aug-17	CoolerAid Ltd	47.40	Bottled water
18-Aug-17	Crown Gas & Power	-53.41	Gas supply
22-Aug-17	Crown Gas & Power	348.47	Gas supply
22-Aug-17	Crown Gas & Power	187.06	Gas supply
22-Aug-17	Crown Gas & Power	87.15	Gas supply
23-Aug-17	DCK Accounting Solutions Ltd	468.00	VAT partial exemption calculation
18-Aug-17	Dejac Associates Ltd	1068.00	Macbook pro laptop/MS office
11-Aug-17	EDF Energy 1 Ltd	933.12	Electricity supply
23-Aug-17	EDF Energy 1 Ltd	319.14	Electricity supply
10-Aug-17	Epos Now Ltd D/D	30.00	EPOS till monthly charge
04-Aug-17	Eurodec Ltd	118.09	Building supplies
11-Aug-17	Eurodec Ltd	144.00	Building supplies
23-Aug-17	Eurodec Ltd	99.04	Building supplies
11-Aug-17	Farol Ltd	776.83	Gardening supplies
04-Aug-17	Fencing Products Ltd	14.40	Gardening supplies
23-Aug-17	Fencing Products Ltd	26.52	Gardening supplies
18-Aug-17	Fraser Office Supplies Ltd	202.96	Stationery supplies
23-Aug-17	Fraser Office Supplies Ltd	84.66	Stationery supplies
04-Aug-17	Fuel Fitness Ltd	25.00	Coach
18-Aug-17	Fuel Fitness Ltd	90.00	Coach
23-Aug-17	Fuel Fitness Ltd	25.00	Coach
23-Aug-17	Gilbert Thompson	520.00	Woodley Herald delivery
18-Aug-17	HC Slingsby Plc	13.19	Grab rail - Coronation Hall
23-Aug-17	Hire Depot Ltd	144.00	Hire of de-humidifier
23-Aug-17	HMRC Cumbernauld	12913.21	PAYE & NI
18-Aug-17	Hotshots Sports Coaching Ltd	300.00	Coach
30-Aug-17	ICO	35.00	Information Commissioner's Office
18-Aug-17	ID Card Supplies	288.00	Gym membership cards
23-Aug-17	InTouch	35.99	Monthly website charge
11-Aug-17	John Willis	120.00	Window cleaner
11-Aug-17	Key Industrial Euip Ltd	136.84	Line marking paint

DRAFT

04-Aug-17	Lantec Security Ltd	210.00	Call out - Oakwood Centre
18-Aug-17	Laundry Depot	172.50	Tablecloths cleaned
23-Aug-17	Leisurejobs	180.00	Staff advertisement
23-Aug-17	Lister Wilder Ltd	33012.60	Ride-on mower/chipper/trailer
01-Aug-17	Lloyds Bank D/D	32.84	Monthly bank service charge
14-Aug-17	Lloyds Bank D/D	318.07	Monthly cardnet service charge
29-Aug-17	Lloyds Bank D/D	34.72	Monthly bank service charge
23-Aug-17	Lyreco UK Ltd	43.56	Stationery supplies
18-Aug-17	Mainstream Digital	-56.09	Phone
14-Aug-17	Mainstream Digital Ltd	58.50	Phone
15-Aug-17	Merchant Rentals Ltd	30.58	Cardnet machine monthly rental
18-Aug-17	MKR Electrical Services Ltd	469.52	Electrical supplies
23-Aug-17	Office Depot International UK Ltd	191.12	Stationery supplies
04-Aug-17	P&H Direct Van Sales Ltd	275.08	Vending supplies
11-Aug-17	P&H Direct Van Sales Ltd	301.67	Vending supplies
18-Aug-17	P&H Direct Van Sales Ltd	83.80	Vending supplies
23-Aug-17	P&H Direct Van Sales Ltd	199.31	Vending supplies
21-Aug-17	(Personal Information)	50.00	Refund deposit
04-Aug-17	PHS Group	315.49	Qtrly dust mats charge
11-Aug-17	Plusnet Plc	52.20	Phone
17-Aug-17	Plusnet Plc	38.40	Phone
11-Aug-17	PPL	378.49	Music licence
11-Aug-17	PRS for Music	379.78	Music licence
23-Aug-17	Prudential	30.00	AVC payment deducted from pay
31-Aug-17	Public Works Loan Board	5874.06	Public Works Loan payment
18-Aug-17	R and J Services	4140.00	Pathways repair - WPLC
11-Aug-17	Seton	202.80	Baby changing table OC
04-Aug-17	SGW Payroll Ltd	159.02	Payroll services
15-Aug-17	Siemens Financial Services	1100.80	Gym equip monthly rental
18-Aug-17	Smart Signs Group Ltd	3635.28	Gym wall/glass graphics
04-Aug-17	Southern Electric Contracting Ltd	52.80	Electricity supply
11-Aug-17	SSE Southern Electric	1219.35	Electricity supply
23-Aug-17	Street Feet Dance Ltd	150.00	Coach
11-Aug-17	Technical Surfaces Ltd	360.00	3G pitch matchfit contract
11-Aug-17	Thames Valley Temperature Control Ltd	329.76	Suply & fit fan belts fridge OC
23-Aug-17	The Berkshire Pension Fund	12589.68	Pension - employers and employees
18-Aug-17	The Institute of Groundsmanship	150.00	Annual membership
11-Aug-17	The Letterworks Ltd	693.00	Woodley Herald print
22-Aug-17	Total Gas & Power Ltd	1352.01	Electricity supply
18-Aug-17	Trade UK - Screwfix	800.98	Building supplies
18-Aug-17	Traditional Local Cleaning Ltd	1610.89	Contract cleaning
23-Aug-17	Travis Perkins Trading Co	253.15	Building supplies
23-Aug-17	Unison Collection Ac	32.20	Union fees deducted from pay
23-Aug-17	Veolia ES - UK Ltd	1078.91	Refuse collection
01-Aug-17	Wokingham BC	40.00	Rates
01-Aug-17	Wokingham BC	154.00	Rates
01-Aug-17	Wokingham BC	340.00	Rates
01-Aug-17	Wokingham BC	839.00	Rates
18-Aug-17	XN Media Ltd	120.00	WTCMI advert- Fun Day
		102149.49	

DRAFT

CLERKS IMPREST A/C

List of Payments made between 01/08/2017 and 31/08/2017

Date Paid	Payee Name	Amount Paid	
01-Aug-17	(Personal Information)	50.00	Refund deposit
07-Aug-17	(Personal Information)	200.00	Refund deposit
07-Aug-17	(Personal Information)	180.00	Refund deposit
14-Aug-17	(Personal Information)	22.00	WPLC course refund
14-Aug-17	(Personal Information)	72.00	WPLC course refund
14-Aug-17	(Personal Information)	50.00	Refund deposit
14-Aug-17	(Personal Information)	100.00	Refund deposit
14-Aug-17	(Personal Information)	50.00	Refund deposit
21-Aug-17	(Personal Information)	50.00	Refund deposit
21-Aug-17	(Personal Information)	200.00	Refund deposit
24/08/2017	(Personal Information)	50.00	Refund deposit
24/08/2017	(Personal Information)	50.00	Refund deposit
25/08/2017	(Personal Information)	100.00	Refund deposit
29/08/2017	(Personal Information)	5.00	WPLC course refund
29/08/2017	(Personal Information)	50.00	Refund deposit
14-Aug-17	Amazon UK	8.98	Rankie 3-pack micro USB cable
21-Aug-17	Barbados Asso Read	150.00	Refund deposit
08-Aug-17	Birmingham Telecom	43.13	Phone headset OC
14-Aug-17	Drishti Dance Foundation	100.00	Refund deposit
14-Aug-17	Housing Solutions	50.00	Refund deposit
23-Aug-17	Lloyds Bank	43481.19	Net payroll-Aug 2017
11-Aug-17	Lloyds Bank D/D	9.24	Monthly bank service charge
04-Aug-17	Pets in Practise	321.00	Credit invoice 13385
29/08/2017	Projector Lamps	70.78	Sanyo XF31-Projector Lamp
09-Aug-17	Replacement keys	9.85	Bisley x 2 keys OC
10-Aug-17	Scaffolding Direct	71.83	3 mtre aluminium tube scaffolding
24/08/2017	Tesco/SCP Ltd	167.96	OC wooden console tables x 4
08-Aug-17	Wilko.com	44.00	Insulated catering urn
		45756.96	

DRAFT

PR/Marketing Working Group - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose
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.

Membership of the working group
There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings, including the PR/Marketing Coordinator, the Town Clerk and/or Deputy Town Clerk.

Meetings
Meetings of the working group shall take place at least quarterly.

Terms of operation
To receive and consider proposals relating to the Council's PR and marketing strategies and programmes.

To receive advice from the PR/Marketing Coordinator on the Council's marketing and PR activities and future proposals.

To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.

To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.

To support and be involved with arrangements for community activities eg Woodley Carnival, WW1 commemoration, Centre Stage events.

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.

DRAFT