

Woodley Town Council

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 12 June 2012 at 8.00 pm**

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**Present:** *Councillors E. Rowland (Chairman); K. Baker; A. Chadwick; P. Challis; K. Gilder; C. Lawley;*

**Officers present:** *D. Mander, Town Clerk; K. Murray, Service Support Manager*

**Apologies:** *Councillors K. Haines, S. Outen*

1. **DECLARATIONS OF INTEREST**

|                       |  |   |
|-----------------------|--|---|
| Councillor K. Baker   | Agenda Item 12<br>Woodley Community<br>Partnership Forum | Personal Interest<br>Councillor Baker is the lead Member for planning at Wokingham Borough Council which includes community forums. |
| D. Mander, Town Clerk | Agenda Item 17<br>Oakwood Centre<br>Catering Service     | Prejudicial Interest<br>Daughter is employed part time by JAC Youth Opportunities CIC.  |

The Town Clerk withdrew from the meeting during the consideration of this item.

2. **MINUTES OF THE MEETING HELD ON 17 APRIL 2012**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 17 April 2012 be approved and signed by the Chairman as a correct record.

3. **FINANCE**

a) **Budgetary Control**

**RESOLVED:**

- ◆ To note Report No. SR 24/12.

b) **Year End Figures**

Members noted the addition of £68,582 to general reserves at the 2011/12 year end.

**RESOLVED:**

- ◆ To note Report No. SR 25/12.

c) **Payments**

**RESOLVED:**

- ◆ To approve the following payments as set out in Appendix 4c:

|            | Current account | Imprest account |
|------------|-----------------|-----------------|
| March 2012 | £147,873.26     | £55,918.02      |
| April 2012 | £122,369.02     | £57,712.88      |

d) **Short term investments**

**RESOLVED:**

- ◆ To note the following investment of balances since the meeting of 17 April 2012:  
Lloyds TSB High Interest Deposit account for a period of 6 months: £300,000 on 11 May at an interest rate of 1.3%.

4. **INTERNAL AUDIT PLAN 2012/13**

Members considered the internal audit plan for 2012/13 and noted that the Council's internal auditor, Alan Harland, had been asked to focus in particular this year on purchasing and payment procedures as well as cash receipts and handling.

**RESOLVED:**

- ◆ To approve the 2012/13 internal audit plan as presented.

5. **CONSULTATION ON APPOINTMENT OF EXTERNAL AUDITOR FOR 2012/13 AND FUTURE YEARS**

Members had no comments in response to the proposal that Mazars be appointed as Council's external auditors for 2013/14 - 2017/18.

Under this item the Town Clerk referred to a previous consultation on the future procurement of auditors for local councils and reported that the National Association of Local Councils and the Society of Local Council Clerks had jointly written to the Minister of State for Communities and Local Government proposing the establishment of a local council sector led body to undertake auditor procurement for the sector. This approach had been suggested in the Council's response to the consultation on this matter.

6. **OAKWOOD CENTRE**

The Town Clerk presented Report No. SR 26/12.

The Chairman reported that she and the Vice Chairman had been invited to and attended the last meeting of the recently formed Woodley Business Club. There had been around 30 businesses represented and this was a very useful way for the Council to have contact with smaller local businesses and a step towards one of Woodley 2020's aims for a Woodley Chamber of Commerce. The Chairman would be attending the next meeting.

**RESOLVED:**

- ◆ To note Report No. 26/12.

7. **GRANTS**

- a) Members considered the application received from Woodley Lakeside Brownies for a community grant under the provisions of Section 137 of the Local Government Act 1972. In approving the grant Members requested that the September Council meeting receives a report back from the group.

**RESOLVED:**

- ◆ To award a grant to the following:

|                           |      |   |
|---------------------------|------|---|
| Woodley Lakeside Brownies | £250 | Towards the cost of a brownie pack holiday. |
|---------------------------|------|---|

b) Members noted the letter of thanks from Woodley Town Football Club for its grant.

8. **SECTION 106 DEVELOPERS CONTRIBUTIONS**

The Service Support Manager presented Report No. SR 28/12 and confirmed that the bid for funding public toilets in the town centre had been submitted.

Following discussion on bids submitted where no response had been received the Service Support Manager confirmed his intention to resubmit these using the new format, this would include the bid for a 3G pitch.

In order to have the best opportunity to seek funding Members agreed that the Council should be able to access Section 106 agreements in respect of local developments. Councillor Baker advised that these could be found on Wokingham Borough Council's website once they had been agreed and that bids for funding and information on the 106 process and agreements should be directed to Graham Ebers, General Manager of Business Services. The system for recording and tracking 106 funds was in the process of being updated.

It was noted that list E of the 106 spreadsheet could be held separately in future as the items related to projects which the Town Council was not likely to receive income for or commission itself.

**RESOLVED:**

- ◆ To note Report No. 28/12.

9. **APPOINTMENT OF SUB COMMITTEES AND WORKING PARTIES**

a) **Personnel Sub Committee  
Terms of Reference**

**RESOLVED:**

- ◆ To approve the terms of reference of the Personnel Sub Committee (attached).

**Membership**

**RESOLVED:**

- ◆ To appoint The Mayor and the Chairmen of the Standing Committees (Plans, Leisure Services, Community Services and Strategy and Resources) to serve on the Personnel Sub Committee for the 2012/13 municipal year.

b) **Bar Management Working Party  
Terms of Reference**

**RESOLVED:**

- ◆ To approve the terms of reference of the Bar Management Working Party (attached).

**Membership**

**RESOLVED:**

- ◆ To appoint Councillors Challis, Downes, Franklin, Hayward and Smith to serve on the Bar Management Working Party for the 2012/13 municipal year.

c) **Investments Working Party  
Terms of Reference**

**RESOLVED:**

- ◆ To approve the terms of reference of the Investments Working Party (attached).

**Membership**

**RESOLVED:**

- ◆ To appoint Councillors Baker, Challis, Cox, Lawley, Outen and Rowland to serve on the Investments Working Party for the 2012/13 municipal year.

d) **Budget Monitoring Working Party  
Terms of Reference**

**RESOLVED:**

- ◆ To approve the terms of reference of the Budget Monitoring Working Party (attached).

**Membership**

**RESOLVED:**

- ◆ To appoint Councillors Challis, Outen and Rowland to serve on the Budget Monitoring Working Party for the 2012/13 municipal year.

e) **Risk Management Working Party  
Terms of Reference**

**RESOLVED:**

- ◆ To approve the terms of reference of the Risk Management Working Party (attached).

**Membership**

**RESOLVED:**

- ◆ To appoint Councillors Baker, Challis and Outen to serve on the Risk Management Working Party for the 2012/13 municipal year.

f) **Standing Orders and Financial Regulations Working Party  
Terms of Reference**

It was noted that Councillors Baker, Challis and Rowland would continue as Members of the working party with the task of reviewing the Standing Orders and Financial Regulations for Council's consideration.

g) **Catering Working Party**

It was noted that Councillors Chadwick, Challis and Rowland would continue as Members of the working party with the delegated task of appointing a new caterer at the Oakwood Centre.

10. **CONSULTATION – FUNDING ARRANGEMENTS FOR LOCALISING SUPPORT FOR COUNCIL TAX – DEPARTMENT OF COMMUNITIES AND LOCAL GOVERNMENT**

The Vice Chairman introduced this item and provided an explanation to the committee on the introduction of localised council tax funding support schemes and the potential impact on town and parish councils.

During the discussion it was noted that the consultation document indicated in three separate places the expectation that billing authorities would work with precepting authorities (town and parish councils) on the schemes to reduce the impact on Band D precept charge. However, initial indications from Wokingham Borough Council were that town and parishes would not be involved until being consulted on a draft scheme in August. It was noted that, as with the Borough Council, the Town Council needed to understand any implications for the 2013/14 precept in good time. The Chairman reported that she had made the Wokingham District Association of Local Councils aware of the new scheme and the potential implications for local councils.

**RESOLVED:**

- ◆ To respond to the consultation:
  - seeking a requirement that billing authorities work with precepting authorities on developing the new localised scheme.
  - proposing that the local precepting bodies' element of the central support funding from government be ring fenced to reduce the impact on Band D charges.
  - to propose that there be a defined ceiling and floor mechanism for town and parish councils that suffer disproportionately from the new arrangements.
- ◆ To request a meeting between Councillor Pollock, Wokingham Borough Council Lead Member for Finance, and the Chairman and Vice Chairman of the Committee.
- ◆ To request a meeting between Kevin Mercer, Wokingham Borough Council and the Chairman and Vice Chairman of the Committee.
- ◆ To write to Josie Wragg suggesting that this matter be considered for inclusion on the agenda for the Woodley Community Partnership Forum meeting.

11. **WOODLEY COMMUNITY PARTNERSHIP FORUM**

- a) Members noted that the first meeting of the forum would take place on 18 July at 6.00 pm.
- b) Members confirmed the proposed terms of reference and agreed to propose that the final terms refer only to the forum appointing a chairman, rather than the chairman being required to be an elected member of Wokingham Borough Council, and that Councillor Rowland be included as a contact point for Woodley Town Council.

12. **RESIDENTS SURVEY 2012**

Members noted the questionnaire for this year's Residents' Survey. In response to a suggestion to include satisfaction against the question listing facilities the Town Clerk agreed to investigate if this would be possible.

13. **PUBLICITY AND WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - Grant to Woodley Lakeside Brownies

14. **RESOLVED:**
- ◆ That in view of the confidential nature of the business about to be transacted in relation to legal and commercial matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for the following two agenda items.
15. **OAKWOOD CENTRE FLOORING**  
The Service Support Manager presented Report No. SR 29/12. After discussion and noting Councillor Baker's concerns. It was
- RESOLVED:**
- ◆ To note the contents of the report.
  - ◆ To approve the proposed course of action set out in Report No. SR 29/12 and its appendices.
16. **OAKWOOD CENTRE CATERING SERVICE**  
The Service Support Manager presented Report No. SR 30/12. Members discussed the report and appendix and
- RESOLVED:**
- ◆ To note Report No. SR 30/12.
  - ◆ To confirm the Terms of Agreement as presented as the basis for the agreement with the catering partner.
  - ◆ To appoint Councillors Chadwick, Challis and Rowland to the Catering Partnership Management Panel, with effect from the date on which the new caterer takes over the catering operation at the Oakwood Centre.

The meeting closed at 10.10 pm

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