

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 29 April 2014 at 8.00 pm

Present: *Councillors K. Baker (Chairman); P. Challis; J. Cheng; K. Haines; C. Lawley; D. Mills; S. Outen; E. Rowland*

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

85. **APOLOGIES**

Apologies for absence were received from Councillor L. Hayward.

86. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

87. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 4 FEBRUARY 2014**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 4 February 2014 be approved and signed by the Chairman as a correct record.

88. **MINUTES OF THE EXTRAORDINARY MEETING OF THE STRATEGY AND RESOURCES COMMITTEE HELD ON 26 MARCH 2014**

Councillor Challis requested that the submission he had made to the meeting, as he was unable to attend, be attached to the minutes. He had requested this when he had provided his submission and believed that this would give context and make sense of minutes where these related to his submission. The Town Clerk responded that it was not normal practice to attach such documents to the minutes. Following discussion, it was agreed that Councillor Challis's notes would be attached to the agenda papers on the Town Council's website.

RESOLVED:

- ◆ That the minutes of the extraordinary meeting of the Strategy and Resources Committee held on 26 March 2014 be approved and signed by the Chairman as a correct record.

89. **FINANCE**

a) **Budgetary Control**

Members were pleased to note that expenditure was below the budget allocation, and income above, and thanked the Town Clerk for her management of this.

RESOLVED:

- ◆ To note Report No. SR 12/14.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments:

	Current account	Imprest account
January 2014	£114,435.99	£52,371.56
February 2014	£73,086.09	£55,335.87
March 2014	£236,147.33	£57,990.52

c) **Internal Audit**

RESOLVED:

- ◆ To note the internal audit report for the 2013/14 financial year.

d) **Internal Auditor**

Members noted that a new internal auditor with knowledge of the local council sector is being sought and this matter would be brought to the next meeting for Members' consideration.

e) **Precept Support Grant**

Members noted the letter from Wokingham Borough Council giving an explanation for the reduction in the precept support grant passed to the Town Council and following discussion it was

RESOLVED:

- ◆ To send a letter of objection to the Secretary of State for Communities and Local Government.

f) **Fixed term Investment**

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 28 March 2014 for a period of 3 months at a rate of 0.6% interest.

g) **2013/14 Carry Forward**

After discussion it was

RESOLVED:

- ◆ To release the balance of £1,360 in the legal/professional fees budget for 2013/14 to general reserves.
- ◆ To allocate the sum of £1,360 from general reserves to the legal/professional fees budget to cover anticipated costs in respect of the Bulmershe Leisure Centre lease.

90. **RISK MANAGEMENT WORKING PARTY**

Councillor Haines presented the report of the Risk Management Working Party meeting held on 15 April 2014. On reviewing the risk register it was noted that the risk level in respect of compliance with legislation/regulations had increased. The Town Clerk explained that a recent HMRC visit had identified matters the Council was required to treat differently; a report would be provided to members. Members also discussed the highest risk item relating to staff capacity to achieve non deadline-driven work. The Town Clerk agreed to make a verbal report on this matter at the next meeting of the Committee.

Members considered the recommendations made in the report and it was

RESOLVED:

- ◆ To note Report No. SR 13/14.
- ◆ That the Risk Management Strategy for 2014/15 be approved.

91. **CATERING PARTNERSHIP MANAGEMENT PANEL**

The Service Support Manager presented the report of the Catering Partnership Management Panel meeting held on 4 April 2014. Members were pleased to note that the

income from business catering had exceeded the target for the year and the overall income had not fallen below the target for any month in the year.

RESOLVED:

- ◆ To note Report No. SR 14/14.

92. **SECTION 106 PROJECT LIST**

The Service Support Manager presented Report No. SR 15/14. Following discussion regarding the list of possible projects, the Service Support Manager agreed to refresh the list as this could help to improve the targeting of requests. As the application process for the Section 106 grants had been revised Members suggested that a representative from Wokingham Borough Council be invited to give a presentation to the Council on the new process.

RESOLVED:

- ◆ To note Report No. SR 15/14.
- ◆ That a representative from Wokingham Borough Council be invited to give a presentation to the Town Council on the new application process for Section 106 grants.

93. **GRANTS**

Members considered the seven grant applications received as set out in Report No. SR 16/14 in line with the community grants criteria and

RESOLVED:

- ◆ To award grants to the following:

Woodley Town FC	£250	Towards the cost of increasing the level of participation of girls in football by further involvement in local primary schools.
Early & Woodley Stroke Club	£250	Towards the cost of providing a day trip for members and the costs of driving members to and from the club.
Berkshire Multiple Sclerosis Therapy Centre, Reading	£250	Towards the costs of therapists providing physiotherapy, massage, yoga, spinal reflexology and acupuncture.
Individuals: Aleasha Lunn (Aerobic Gymnastics)	£100	Towards the costs of international competitions and travelling costs.
Hope Davies (Aerobic Gymnastics)	£100	Towards the costs of travelling and equipment for international competitions.
Adrian Wakelin (GB Dragon Boat Squad)	£100	Towards the cost of travelling and uniform for international competitions.

- ◆ To not award a grant to Vitalise on the grounds that other applications more closely met the criteria for grant awards.

94. **INSURANCE**

Members noted the appointment of Came and Company as the Council's insurers at a cost of £33,690, a reduction of £9,668 on the previous year's costs. The appointment was for a three year term with fees to be kept at the same level, subject to adjustment in values covered.

95. **INN ON THE PARK**

The Town Clerk presented Report No. SR 17/14 and Members noted that a new manager for the Inn on the Park had been appointed by LT Pub Leasing in March 2014. In response to a question the Town Clerk confirmed that the policy to not allow dogs in the pub or on the patio area remained in place but could be looked at again later in the year.

RESOLVED:

- ◆ To note Report No. SR 17/14.

96. **WAR MEMORIAL / CIVIC SPACE**

The Service Support Manager presented Report No. SR 18/14. He informed Members that a full planning application had been submitted to Wokingham Borough Council and was not expected to impact on the project timing; and that tender documents for the civic space would be sent out at the end of the week. In reply to a question the Town Clerk explained that the tenders would be returned as sealed bids and would be opened in the presence of a member of the Council. Officers would award the contract, under the Council's financial regulations

The Service Support Manager reported that a full tree survey had been carried out to the trees in the vicinity of the proposed civic space. One sycamore had been found to be in very poor condition and this tree would be removed and replaced by a new tree positioned slightly closer to the gate, which would enable the memorial site to be repositioned slightly to the east, away from the root protection zones of the healthy trees.

Members were delighted with the progress of this project and asked that all Councillors be notified when the tree works were to be undertaken.

The intention to produce press releases jointly with the Woodley War Memorial Project group was noted, as was the need to make reference to the war memorial at St. John's Church.

RESOLVED:

- ◆ To note Report No. SR 18/14.

97. **BULMERSHE LEISURE CENTRE LEASE**

- a) Due to the confidential nature of this item, it was agreed this be considered at the end of the meeting.
- b) Members considered the decision of the Leisure Services Committee that "Members request the full involvement of the Leisure Services Committee in discussions about the future of Bulmershe Leisure Centre and Woodford Park Leisure Centre, in line with their powers and duties described in Woodley Town Council's Standing Orders."

The Chairman explained that the Leisure Services Committee had no authority regarding the lease and therefore it would not be appropriate for the Leisure Services Committee to be involved with those discussions; however he accepted that the Leisure Services Committee had an interest in the outcome of the lease discussions and asked for the minutes to record that members of the Leisure Services Committee could attend the discussions and all progress regarding the lease would be reported to the Leisure Services Committee.

RESOLVED:

- ◆ That matters relating to the lease of Bulmershe Leisure Centre be reported to the Leisure Services Committee.

98. **FUTURE AGENDA ITEMS**

No future agenda items were suggested.

99. **PUBLICITY AND WEBSITE**

It was agreed to publicise the following items:

- The war memorial and civic space
- The success of the café at the Oakwood Centre
- The new management at the Inn on the Park

100. **EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED:

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

101. **BULMERSHE LEISURE CENTRE LEASE**

- a) The Town Clerk tabled a confidential update on negotiations on the terms of an early surrender of the lease on Bulmershe Leisure Centre. It was agreed that this be provided to all Members of Council for their information.

The meeting closed at 9:50pm
