



Electors residing in the Civil Parish of Woodley  
are invited to attend

## THE ANNUAL TOWN ELECTORS' MEETING

to be held at  
The Oakwood Centre  
on Tuesday 6 March 2018 at 8 pm

**Signed:** \_\_\_\_\_  
Councillor Jenny Cheng  
Town Mayor of Woodley

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### **AGENDA**

1. Apologies for Absence
2. Minutes of the Town Electors' Meeting held on 7 March 2017
3. Matters arising from the Minutes
4. Annual Committee Reports:
  - Leisure Services Committee
  - Planning Committee
  - Strategy & Resources Committee
5. Correspondence
6. General Parish Affairs









### Bowling Green

Hedging would shortly be planted along the western boundary of the bowls club. The trees and old railings along the southern boundary would be removed and replaced with fencing and hedging to match that of the western boundary.

### Malone Park

Permission was obtained to fell a silver birch that had damaged the fence of a neighbouring property, as all trees in this area are protected under a woodland order. Maintenance work was carried out to other trees.

### **Garden competition**

Due to the very low number of entries in recent years the garden competition did not take place in 2016 and the future of the competition was under review.

### **Allotments**

The allotments continued to be popular with people wanting to grow their own fruit and vegetables. During the year the Council's Maintenance Team transplanted brambles from some unused areas of the site to bolster the perimeter inside the fence and discourage unauthorised access to the site. Road planings from the car park at Woodford Park Leisure Centre were used to repair roadways at the allotments site, with work being carried out by volunteers from the allotment tenants supported by the Council's Grounds and Maintenance Teams. Council officers continued to meet regularly with representatives from the Allotment Tenants Committee.

### **Community Youth Partnership**

Plans to work with young people on the development of activities at the Loddon Mead site under the A3290 had progressed and the Council had agreed to seek a lease with Wokingham Borough Council for the use of this area, and to work with Just Around the Corner charity on the development of projects for the site.

### **Just Around the Corner Charity (JAC)**

The Council had a service level agreement with JAC to provide outreach youth work in the town and Sam Milligan attended the Leisure Services Committee meetings to update Members on the work of JAC and also provided regular reports.

JAC continued to run mentoring sessions in the community and at Rehoboth, their equine centre. Equine sessions were also held at Rehoboth. In addition to providing a physical presence in the community JAC were using social media to engage with young people, via twitter and Instagram.

JAC worked with volunteers from MacDonalds resaurants to clear the overgrown Loddon Mead area, and worked with a team of PCSOs and local young people to refurbish the youth shelter in Woodford Park.

### **Public toilet in the town centre**

The planning application for the new public toilet had been submitted and a decision was awaited. The Town Clerk had held discussions with Danfo, the chosen contractor, about connections to utilities.

### **Consultations**

- The committee responded to Wokingham Borough Council's consultation about its 21<sup>st</sup> Century Leisure Strategy.
- The committee also received a presentation from Wokingham Borough Council regarding possible options for the future of Bulmershe Leisure Centre.







The Treasury Management Strategy was considered by committee and approved at Full Council.

#### Catering Partnership Management Panel

Brown Bag had been running the café at the Oakwood Centre for a year and the centre team and councillors met regularly with Brown Bag to review and discuss café operations and the business and social function catering and how to jointly enhance services at the centre. The arrangement with Brown Bag was working very well and the Council was pleased to be working in partnership with them.

#### Risk Management Working Party

The working party reviewed the risk management register and strategy and these were approved in May 2016 following recommendation from the Committee.

#### Personnel Sub Committee

The Council had reviewed its personnel policies and had issued a new employee handbook to all existing members of staff. New staff would receive a handbook when starting work at the Council.

The Maintenance Team posts had been reviewed and a Maintenance Trainee post had been established.

Two posts in the Grounds Maintenance Team had been reviewed and regraded to more properly reflect their levels of responsibility.

Posts in the central offices had also been reviewed to establish a Venues Manager to oversee the operation of the Oakwood Centre and Coronation and Chapel Halls, and some responsibilities had been reallocated to other officers.

### **Publicity**

A part time post of PR/Marketing Coordinator had been created and work was underway to increase publicity about the Council and its activities, develop social media, modernise the newsletters, and to review and introduce new websites for the Council, the Oakwood Centre and Woodford Park Leisure Centre. The number of Town Council news stories in local papers had already increased. The Committee also approved a short-term marketing plan for the Oakwood Centre and the Council had adopted a new, more up to date logo.

### **Financial/Licences/legal**

The Committee reviewed allotment rents and agreed an increase of 2% on the charges with effect from 1 January 2018. In addition, discount on retired tenants' charges would be reduced from 30% to 25%.

The Committee also:

- Established a charge for 10 years further display of plaques in the Garden of Remembrance.
- Adopted a Children and Vulnerable Adults Policy.
- Reviewed Bowling Club House ground rent – as required in the lease.
- Agreed to borrow funds of £110,000 to fund the refurbishment of the former pub space at Woodford Park Leisure Centre and turn it into a fitness gym.
- Cancelled the licence to hold civil weddings at the Oakwood Centre, as very few bookings had been received following the increase in registrar fees to come out to wedding venues.
- Successfully lobbied on the Wokingham Borough Council proposal to increase car parking charges at Woodley at weekends and evenings and proposed instead that an additional 10p be added to the hourly rate in existing charge periods.
- Made representations to government on the proposals to include town and parish councils in the referendum requirements relating to budget setting increases.





Woodley Town Council

# Budget Summary

Revised Estimates 2017/18  
Budget Estimates 2018/19

## Woodley Town Council

### BUDGET SUMMARY 2018/19

|  | <u>2016/17</u>        | <u>2017/18</u>              | <u>2017/18</u>                 | <u>2018/19</u>                   | <u>2019/20</u>        | <u>2020/21</u>        |
|--|-----------------------|-----------------------------|--------------------------------|----------------------------------|-----------------------|-----------------------|
|  | Actual                | Budget                      | Revised<br>Budget<br>Estimates | Projected<br>Budget<br>Estimates | Projected             | Projected             |
| <b>REVENUE EXPENDITURE</b>   |                       |                             |                                |                                  |                       |                       |
| Strategy & Resources   | 761900                | 799503                      | 802013                         | 841455                           | 873430                | 890899                |
| Leisure Services   | 525097                | 568465                      | 575399                         | 619998                           | 643558                | 656429                |
| Planning   | 30481                 | 31498                       | 31498                          | 31662                            | 32865                 | 33522                 |
|  | <u>1317478</u>        | <u>1399466</u>              | <u>1408910</u>                 | <u>1493115</u>                   | <u>1549853</u>        | <u>1580850</u>        |
| <b>INCOME</b>  |                       |                             |                                |                                  |                       |                       |
| Strategy & Resources   | 215572                | 225688                      | 225734                         | 229634                           | 233079                | 237741                |
| Leisure Services   | 395339                | 408091                      | 439141                         | 445251                           | 451930                | 460968                |
| Planning   | 0                     | 0                           | 0                              | 0                                | 0                     | 0                     |
|  | <u>610911</u>         | <u>633779</u>               | <u>664875</u>                  | <u>674885</u>                    | <u>685009</u>         | <u>698709</u>         |
| <b>NET REVENUE EXPENDITURE</b>   | <b><u>706567</u></b>  | <b><u>765687</u></b>        | <b><u>744035</u></b>           | <b><u>818230</u></b>             | <b><u>864845</u></b>  | <b><u>882141</u></b>  |
| <b>CAPITAL &amp; PROJECT EXPENDITURE</b>   |                       |                             |                                |                                  |                       |                       |
| Strategy & Resources   | 57906                 | 45000                       | 45000                          | 45000                            | 45000                 | 45000                 |
| Leisure Services   | 81573                 | 77489                       | 77489                          | 77488                            | 77489                 | 77489                 |
| Planning   | 0                     | 0                           | 0                              | 0                                | 0                     | 0                     |
|  | <u>324419</u>         | <u>307429</u>               | <u>307429</u>                  | <u>307428</u>                    | <u>307429</u>         | <u>307429</u>         |
| <b>TOTAL NET EXPENDITURE</b>   | <b><u>1030986</u></b> | <b><u>1073116</u></b>       | <b><u>1051464</u></b>          | <b><u>1125658</u></b>            | <b><u>1172274</u></b> | <b><u>1189570</u></b> |
| <b>Financed as follows</b>   |                       |                             |                                |                                  |                       |                       |
| Precept Support Grant (from WBC)   | 34576                 | 25932                       | 25932                          | 17288                            |                       |                       |
| Precept  | 1039607               | 1081303                     | 1081303                        | 1101119                          |                       |                       |
| <b>Precept and grant funding</b>   | <u>1074183</u>        | <u>1107235</u>              | <u>1107235</u>                 | <u>1118407</u>                   |                       |                       |
| <b>Funds to (-) or from (+) Council's general reserve</b><br>(a minus figure shows contribution to reserves) | -43206                | -34119                      | -55771                         | 7251                             |                       |                       |
| <b>TOTAL NET FUNDING</b>   | <b><u>1074183</u></b> | <b><u>1107235</u></b>       | <b><u>1107235</u></b>          | <b><u>1118407</u></b>            |                       |                       |
| <b>TAX BASE</b>  | 9840.1                | 10133.1                     | 10133.1                        | 10318.8                          |                       |                       |
| <b>£ Band D pa</b>   | 105.65                | 106.71                      | 106.71                         | 106.71                           |                       |                       |
| <b>RESERVES - General Reserve</b>  |                       |                             |                                |                                  |                       |                       |
| General Reserve at 1st April   | 423442                | 459018                      | 459018                         | 494753                           |                       |                       |
| 2016/17 - Sec106 gntd £41,800 (3G), 50K gnt TC net   | -8200                 |                             |                                |                                  |                       |                       |
| 2016/17 - release of earmarked reserve £570  | 570                   |                             |                                |                                  |                       |                       |
| 2017/18 - 1% incr precept - allocation to special projects   |                       | -10741                      | -10741                         |                                  |                       |                       |
| 2017/18 releases to general reserve  |                       |                             | 22405                          |                                  |                       |                       |
| 2017/18 GR to EMR-mayoral £4.7K, lake £10K, WPLC 10K, SpeedW £7K   |                       |                             | -31700                         |                                  |                       |                       |
| General reserve at 31st March  | 459018                | 482396                      | 494753                         | 487502                           |                       |                       |
| <b>EARMARKED RESERVES AS AT 31/12/17</b>   |                       |                             |                                |                                  |                       |                       |
|  | <b>£</b>              |                             |                                | <b>£</b>                         |                       |                       |
| Capital programme  | 41918                 | 3G pitch carpet replacement |                                | 12000                            |                       |                       |
| Building and facilities fund   | 50462                 | Youth shelter               |                                | 687                              |                       |                       |
| Oakwood Centre marketing   | 1258                  | JAC - Loddon Mead project   |                                | 3000                             |                       |                       |
| First Aid training   | 1100                  | WPLC Sports grants          |                                | 7218                             |                       |                       |
| Repairs and renewals   | 23306                 | Elections reserve           |                                | 7729                             |                       |                       |
| WPLC changing rooms  | 10000                 | Allotment - toilets         |                                | 1220                             |                       |                       |
| Special projects fund  | 25040                 | WPLC development            |                                | 5000                             |                       |                       |
| Woodford Park Lake project   | 7590                  | WW1 Info boards             |                                | 3921                             |                       |                       |
| Play area reserve  | 12662                 | Allotment security          |                                | 535                              |                       |                       |
| Mayoral regalia  | 4700                  | Clock/Centre Stage          |                                | 2984                             |                       |                       |
| Bookings software  | 30000                 | Speedwatch equip            |                                | 7000                             |                       |                       |
|  |                       | <b>Total</b>                |                                | <b>259330</b>                    |                       |                       |

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## STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2018/19

|                    |                              | Actual         | Estimate        | Revised Est        | Estimate        |
|--------------------|------------------------------|----------------|-----------------|--------------------|-----------------|
| <b>Expenditure</b> |                              | <b>2016/17</b> | <b>2017/18</b>  | <b>2017/18</b>     | <b>2018/19</b>  |
| <b>Code</b>        | <b>Description</b>           |                |                 |                    |                 |
|                    | Central Costs                | 212571         | 227296          | 232338             | 237117          |
|                    | Democratic Costs             | 46922          | 48225           | 47994              | 50227           |
|                    | Corporate Management         | 275284         | 305934          | 300434             | 326005          |
|                    | Capital Projects             | 57906          | 45000           | 45000              | 45000           |
|                    | Grants -Section 137          | 3850           | 4000            | 3400               | 4000            |
|                    | Oakwood Centre               | 147023         | 149365          | 151664             | 154436          |
|                    | Maintenance HQ               | 6359           | 6601            | 6101               | 6100            |
|                    | Woodley Town Centre Man Init | 69891          | 58082           | 60082              | 63570           |
|                    | Capital and Projects         | 184940         | 184940          | 184940             | 184940          |
|                    |                              |                |                 |                    |                 |
| <b>Total</b>       |                              | <b>1004746</b> | <b>1029443</b>  | <b>1031953</b>     | <b>1071395</b>  |
|                    |                              |                |                 |                    |                 |
| <b>Income</b>      |                              | <b>Actual</b>  | <b>Estimate</b> | <b>Revised Est</b> | <b>Estimate</b> |
|                    |                              | <b>2016/17</b> | <b>2017/18</b>  | <b>2017/18</b>     | <b>2018/19</b>  |
| <b>Code</b>        | <b>Description</b>           |                |                 |                    |                 |
|                    | Central Costs                | 7206           | 5825            | 6425               | 7346            |
|                    | Democratic Costs             | 0              | 0               | 0                  | 0               |
|                    | Corporate Management         | 8501           | 8828            | 8686               | 9180            |
|                    | Capital Projects             | 0              | 0               | 0                  | 0               |
|                    | Grants -Section 137          | 0              | 0               | 0                  | 0               |
|                    | Oakwood Centre               | 145504         | 165586          | 165174             | 167171          |
|                    | Maintenance HQ               | 0              | 0               | 0                  | 0               |
|                    | Woodley Town Centre Man Init | 54361          | 45449           | 45449              | 45937           |
|                    | Capital and Projects         | 0              | 0               | 0                  | 0               |
|                    |                              |                |                 |                    |                 |
| <b>Total</b>       |                              | <b>215572</b>  | <b>225688</b>   | <b>225734</b>      | <b>229634</b>   |
|                    |                              |                |                 |                    |                 |
| <b>Net</b>         |                              | <b>789174</b>  | <b>803755</b>   | <b>806219</b>      | <b>841761</b>   |

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### LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2018/19

| <b>LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2018/19</b> |                              |                |                 |                    |                 |
|--|------------------------------|----------------|-----------------|--------------------|-----------------|
| <b>Expenditure</b>   |                              | <b>Actual</b>  | <b>Estimate</b> | <b>Revised Est</b> | <b>Estimate</b> |
|  |                              | <b>2016/17</b> | <b>2017/18</b>  | <b>2017/18</b>     | <b>2018/19</b>  |
| <b>Code</b>  | <b>Description</b>           |                |                 |                    |                 |
|  | Woodford Park Leisure Centre | 288867         | 314921          | 333509             | 340300          |
|  | 3G Pitch                     | 13866          | 17511           | 21229              | 15300           |
|  | Grounds Maintenance-Depot    | 27593          | 25839           | 29088              | 30365           |
|  | Football                     | 13371          | 16622           | 14082              | 20671           |
|  | Cricket                      | 7938           | 8681            | 7686               | 10886           |
|  | Bowling Green                | 10229          | 10788           | 10459              | 13569           |
|  | Woodford Park                | 23950          | 27372           | 26780              | 33242           |
|  | Memorial Ground              | 6983           | 7635            | 7198               | 9612            |
|  | Garden of Remembrance        | 5462           | 5667            | 5340               | 7017            |
|  | Play Areas /Open Spaces      | 10464          | 12474           | 12767              | 14684           |
|  | Coronation Hall              | 34128          | 32040           | 32032              | 28312           |
|  | Chapel Hall                  | 19674          | 20196           | 20243              | 20209           |
|  | Allotments                   | 15096          | 16929           | 16131              | 19032           |
|  | Amenities                    | 9421           | 7417            | 7617               | 7972            |
|  | Events                       | 11837          | 6640            | 6790               | 10443           |
|  | Public toilet                | 0              | 10718           | 0                  | 10718           |
|  | Youth services               | 26218          | 27015           | 24448              | 27666           |
|  | Capital and Projects         | 81573          | 77489           | 77489              | 77488           |
|  |                              |                |                 |                    |                 |
|  |                              |                |                 |                    |                 |
| <b>Total</b>   |                              | <b>606670</b>  | <b>645954</b>   | <b>652888</b>      | <b>697486</b>   |
|  |                              |                |                 |                    |                 |
|  |                              |                |                 |                    |                 |
| <b>Income</b>  |                              | <b>Actual</b>  | <b>Estimate</b> | <b>Revised Est</b> | <b>Estimate</b> |
|  |                              | <b>2016/17</b> | <b>2017/18</b>  | <b>2017/18</b>     | <b>2018/19</b>  |
| <b>Code</b>  | <b>Description</b>           |                |                 |                    |                 |
|  | Woodford Park Leisure Centre | 250870         | 266249          | 297168             | 299160          |
|  | 3G Pitch                     | 46049          | 40500           | 41625              | 42041           |
|  | Grounds Maintenance-Depot    | 955            | 1000            | 600                | 600             |
|  | Football                     | 6024           | 6500            | 6729               | 6729            |
|  | Cricket                      | 3778           | 3547            | 2500               | 2500            |
|  | Bowling Green                | 6935           | 7017            | 7040               | 7319            |
|  | Woodford Park                | 4358           | 3500            | 6597               | 6250            |
|  | Memorial Ground              | 272            | 226             | 282                | 292             |
|  | Garden of Remembrance        | 1190           | 1092            | 1100               | 1100            |
|  | Play Areas /Open Spaces      | 0              | 0               | 0                  | 0               |
|  | Coronation Hall              | 30301          | 32000           | 29000              | 30000           |
|  | Chapel Hall                  | 34264          | 34000           | 35500              | 36200           |
|  | Allotments                   | 10337          | 11000           | 11000              | 11600           |
|  | Amenities                    | 0              | 0               | 0                  | 0               |
|  | Events                       | 0              | 0               | 0                  | 0               |
|  | Public toilet                | 0              | 1460            | 0                  | 1460            |
|  | Youth services               | 0              | 0               | 0                  | 0               |
|  | Capital and Projects         | 0              | 0               | 0                  | 0               |
|  |                              |                |                 |                    |                 |
|  |                              |                |                 |                    |                 |
| <b>Total</b>   |                              | <b>395333</b>  | <b>408091</b>   | <b>439141</b>      | <b>445251</b>   |
|  |                              |                |                 |                    |                 |
| <b>Net</b>   |                              | <b>211337</b>  | <b>237863</b>   | <b>213747</b>      | <b>252235</b>   |

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| <b>PLANNING COMMITTEE BUDGET SUMMARY 2018/19</b> |                                     |                |                 |                    |                 |
|--|-------------------------------------|----------------|-----------------|--------------------|-----------------|
| <b>Expenditure</b>                               |                                     | <b>Actual</b>  | <b>Estimate</b> | <b>Revised Est</b> | <b>Estimate</b> |
| <b>Code</b>                                      | <b>Description</b>                  | <b>2016/17</b> | <b>2017/18</b>  | <b>2017/18</b>     | <b>2018/19</b>  |
|  | Grants and Service Level Agreements | 30481          | 31498           | 31498              | 31662           |
| <b>Total</b>                                     |                                     | <b>30481</b>   | <b>31498</b>    | <b>31498</b>       | <b>31662</b>    |
| <b>Income</b>                                    |                                     |                |                 |                    |                 |
| <b>Code</b>                                      | <b>Description</b>                  | <b>Actual</b>  | <b>Estimate</b> | <b>Revised Est</b> | <b>Estimate</b> |
|  |                                     | <b>2016/17</b> | <b>2017/18</b>  | <b>2017/18</b>     | <b>2018/19</b>  |
| <b>Total</b>                                     |                                     | <b>0</b>       | <b>0</b>        | <b>0</b>           | <b>0</b>        |
| <b>Net</b>                                       |                                     | <b>30481</b>   | <b>31498</b>    | <b>31498</b>       | <b>31662</b>    |