

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 24 June 2014 at 8 pm**

Present: *Councillors B. Franklin (Chairman); K. Baker; T. Barker; A. Chadwick; P. Challis; J. Cheng; A. Downes; R. Duncan; K. Gilder; K. Haines; L. Hayward; L. Higgs; M. Holmes; C. Lawley; S. Rahmouni; E. Rowland; D. Smith; W. Soane; M. Storry; M. Walker*

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

Also present: *Borough Councillor N. Jerome
1 member of the public*

Before the start of the meeting a maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum, as reported in Appendix A.

21. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors N. Cox, D. Mills, R. Neall, S. Outen and M. Willson.

22. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

23. **MINUTES OF COUNCIL MEETING HELD ON 13 MAY 2014**

Minute 16: Bulmershe Site of Urban Landscape Value Joint Working Party

Councillor Lawley commented that he had spoken at length about the importance of the Bulmershe SULV and asked the Leader of the Council to commit to fully supporting the SULV or any successor policy for this area. He questioned on what basis the Leader had notified the Council that Earley Town Council did not wish to continue the joint SULV Working Party when that Council's Plans meeting, at which the matter was discussed, had not been of that opinion. Councillor Baker said that he had been informed of this by the Earley Town Council leadership and the Plans Committee had made no nominations. The working party was not needed because Wokingham Borough Council had already strengthened the SULV position in the MDD DPD.

Minute 17: 3G Artificial Grass Pitch Project – Funding

It was agreed that the minutes be amended to show that the meeting had agreed to investigate the possibility of commercial borrowing for this project.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 13 May 2014, with the requested amendment to minute 17, and that the amended minutes be signed by the Mayor as a correct record.

24. **COMMITTEE REPORTS**

24.1 **Minutes of the Plans Committee: 20 May 2014**

Councillor Cheng presented the Plans Committee minutes of the meeting of 20 May 2014.

It was noted that attendance at this meeting was low, with only four committee members present.

Minute 4: To appoint the Vice-Chairman of the Plans Committee

It was noted that the resignation of Councillor Barker as Vice Chairman of the Plans Committee had not been recorded in the minutes.

Minute 6: Current planning applications: 6-1: VAR/2014/0889: Land at Sandford Farm, Mohawk Way, Woodley

Councillor Gilder reiterated the concern that any material to be re-used on the site must not be contaminated.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 20 May 2014.

24.2 **Minutes of the Leisure Services Committee: 27 May 2014**

Councillor Barker presented the Leisure Services Committee minutes of the meeting of 27 May 2014.

Minute 6: Leisure Centres: Sports development: Cardiac Rehabilitation

After learning that the cardiac team brought their own defibrillator with them when they visited, Members asked the Town Clerk to investigate the cost of providing a defibrillator to be permanently located at Woodford Park Leisure Centre.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee held on 27 May 2014.

24.3 **Minutes of the Community Services Committee: 3 June 2014**

Councillor Smith presented the Community Services Committee minutes of the meeting of 3 June 2014.

Minute 12: Bus Shelter in Fairwater Drive

In reply to a question, the Service Support Manager informed Members that the replacement bus shelter would be installed during the third week of July.

Minute 24: Condition of Roads in Woodley

Councillor Walker informed members that Wokingham Borough Council planned to resurface part of Fairwater Drive, from Woodlands Avenue to Antrim Road, but that there were no plans to resurface the remainder of Fairwater Drive or Wallace Avenue.

Following a question regarding other roads in Woodley, Councillor Smith replied that it had been his understanding that the Council would make representation to Wokingham Borough Council regarding the state of Fairwater Drive and Wallace Avenue only, but that resurfacing of Rickman Close, Kingfisher Drive and Larch Drive would also be requested.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee held on 3 June 2014.

24.4 **Minutes of the Strategy and Resources Committee: 10 June 2014**

Councillor Haines presented the Strategy and Resources Committee minutes of the meeting of 10 June 2014.

Minute 6: Section 106 Project List

It was noted that the new play equipment at Malone Park had been funded by a Section 106 grant and the Council's capital programme. The Town Clerk agreed to amend the minutes to reflect the Council's contribution to the project.

Minute 13: Public Toilets Working Party

It was noted that Councillors Hayward and Challis had expressed their frustration at the slow progress of the project and the Town Clerk agreed to amend the minute of this item accordingly.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee held on 10 June 2014, subject to the above amendments.
- ◆ To approve the 2014/15 Capital Programme as set out in the schedule at Appendix B.

24.5 **Minutes of the Plans Committee: 17 June 2014**

Councillor Cheng presented the Plans Committee minutes of the meeting of 17 June 2014.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 17 June 2014.

25. **FINANCIAL STATEMENTS AND ANNUAL RETURN**

a) **Financial Statements for 2013/14**

The Mayor welcomed Alan Harland, the Council's internal auditor. Mr Harland explained that he had been aware that in previous years the accounts had been very lengthy and difficult for a layperson to understand. This year the accounts had been made shorter, but still sufficiently informative, and had been presented in a way that was easier to understand. In reply to a question regarding possible confusion caused by the use of a minus sign to denote net income Mr Harland agreed that in future an explanatory note at the beginning of the document would aid understanding of this convention.

RESOLVED:

- ◆ To approve the Financial Statements for 2013/14 and that they be signed by the Mayor and the Town Clerk.

b) **Annual return – Accounting Statements for 2013/14**

Members considered the Accounting Statements for 2013/14 and it was

RESOLVED:

- ◆ To approve the Accounting Statements for 2013/14 and that they be signed by the Mayor and the Town Clerk.

c) **Annual Return – Annual Governance Statement for 2013/14**

Members considered the Annual Governance Statement as set out in the Annual Return and

RESOLVED:

- ◆ To approve the Annual Governance Statement for 2013/14 and that this be signed by the Mayor and the Town Clerk.

The Mayor then announced that Alan Harland was retiring from internal auditing and presented him with a gift to thank him for his twelve years as the Council's internal auditor.

Mr Harland responded by saying that he had thoroughly enjoyed working with the Town Council; he used to live in Woodley and had enjoyed working with the local community. The Mayor thanked Mr Harland for the contribution both he and his wife had made to the community in Woodley.

26. **POWERS AND DUTIES OF COMMITTEES**

Members considered the recommendations from each of the standing committees on the Powers and Duties of the:

- a) Strategy and Resources Committee
- b) Leisure Services Committee
- c) Community Services Committee
- d) Plans Committee
- e) Town Clerk's Powers

and

RESOLVED:

- ◆ To approve the adoption of the revised Powers and Duties of Committees and the Town Clerk's Powers, attached to these minutes.
- ◆ That the Town Clerk provide a list of responsibilities undertaken by Full Council at the next meeting.

27. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"This is the first meeting of the Full Council after the Annual Meeting, which concentrates on appointments, so I feel it is appropriate to outline briefly our programme of business for the next year. The last year was quite an exciting one with a 5% council tax reduction for the first time in a very long time.

The coming year will be no different with some major activities planned. First of all the transfer of the lease for Bulmershe Leisure Centre has now been agreed in principle with negotiations well advanced. My Deputy Leader and I have already had a meeting with staff to explain the latest position as part of our promise to keep them informed. This transfer is expected to be completed late autumn. This would then be a trigger to push forward the building improvements, which could include a complete rebuild, for the leisure centre.

In parallel to that we are about to initiate the tendering and project management process for the long awaited toilet in the Town Centre. The process has taken longer than anyone wanted, due to resource constraints, which have now been resolved.

The 3G pitch application is continuing apace which is most encouraging. The whole area of Woodley Football is currently going through an exciting phase of which the 3G pitch is just one strand to this. As the Leader of the Town Council I am proud to be an integral part of these developments.

Following last year's hugely successful inaugural Festival of Business, it is scheduled to be repeated again this year in October. It will have a different format from the first one but I am sure it will be equally successful. I think it is

essential that the Town Council acts as an enabler to local small businesses in this way.

Finally I am pleased that, following the successful transfer of the Bulmershe Leisure Centre, the existing Leisure Services Manager, Andrew Bunn, will be remaining with the Town Council. One of his primary roles will be to improve the whole of Woodford Park, including the Leisure Centre. He has an impressive record in reducing the losses at the Bulmershe Leisure Centre which will be a great asset to doing the same at Woodford Park Leisure Centre.”

28. **BULMERSHE LEISURE CENTRE – REPLACEMENT OF FILTERS**

The Town Clerk presented Report No. FC 2/14 and explained that during planned maintenance of the filters to the swimming pool at Bulmershe Leisure Centre it was discovered that the filters urgently needed to be replaced. Failure of the filters would have resulted in the closure of the pool and in order to prevent this the Town Clerk had authorised the replacement of the filters to proceed as soon as possible. Members were asked to approve an additional allocation of £20,000 to the Bulmershe repairs budget from the general reserve to cover the replacement of the filters, as well as the cost of other repairs that may be necessary before the surrender of the Leisure Centre lease.

RESOLVED:

- ◆ To allocate £20,000 from the general reserve to the Bulmershe Leisure Centre repairs budget to cover the additional cost of installing new pool filters.

29. **COUNCIL TAX SUPPORT FUNDING**

Members noted the reply received from the Department for Communities and Local Government to the letter sent by the Town Clerk and were very disappointed that the Government would not intervene to ensure that localisation of council tax support funding was passed down to parish and town councils by billing authorities.

As the Department for Communities and Local Government had stated that billing authorities and parish and town councils should engage in constructive and collaborative dialogue to agree what level of funding should be passed down, it was

RESOLVED:

- ◆ To send a copy of this letter to the Chief Executive at Wokingham Borough Council and to ask him to meet with representatives from Woodley Town Council to justify to local tax payers why Wokingham Borough Council had not passed on the total amount of the Government funding to the town and parish councils.
- ◆ That Councillor Haines and Councillor Rowland represent Woodley Town Council at the meeting.
- ◆ That the Chairman of Wokingham and District Association of Local Councils also be invited to attend the meeting.

30. **GRANTS**

Members noted that letters of thanks had been received from Berkshire Multiple Sclerosis Therapy Centre and Wokingham & District CAB for the grants awarded by the Council.

31. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) Members considered the invitation received from The Bulmershe School for the Council to nominate a school governor.

RESOLVED:

- ◆ That Councillor Cheng be appointed by the Council to serve as a governor of The Bulmershe School.

- b) Councillor Gilder informed the meeting that she had been appointed as the Wokingham Borough Council representative on the Highwood Management Committee and therefore Woodley Town Council needed to nominate another representative for this body.

RESOLVED:

- ◆ That Councillor Higgs represent the Council on the Highwood Management Committee.

- c) Members noted the following written reports:
- ARC report from Mrs Shelagh Flower
 - WASP report from Mrs Shelagh Flower

Councillor Baker requested that Mrs Flower be asked to supply a summary of the new ARC constitution.

Councillor Lawley congratulated Mrs Flower on making The Woodley Adopt a Street Project such a success.

- d) On behalf of the Woodley War Memorial Project Group Councillor Soane thanked the Council for its support. He reported that the installation of the war memorial was about to start and the unveiling ceremony would be on 15 July.

Councillor Franklin thanked Councillor Soane and Councillor Rahmouni for their work in support of the war memorial project and said that he was delighted that the war memorial was coming to fruition.

- e) Councillor Rahmouni gave a verbal report on the opening of the new veranda at the Sonning Alms Houses by the Rt Hon Theresa May MP.

32. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor informed the Council of the 14 engagements he had attended since the last meeting.

The Mayor noted that most of the events he had attended recently had involved children. He had been pleased to see that Addington School had been included in Woodley Sports Week for the first time this year and their achievements had been inspiring. He had presented First Aid certificates at The Bulmershe School and had been particularly pleased to see that pupils had been instructed in the use of defibrillators.

The Deputy Mayor had attended 1 engagement since the last meeting.

33. **FUTURE AGENDA ITEMS**

An item allowing consideration of matters relating to the provision of a Neighbourhood Plan was requested.

It was agreed that members of Bulmershe Gym Club would be invited to talk to Members about competing in the Aerobic Gymnastics World Championships in Mexico.

Meeting closed at 9:30pm

TOWN FORUM

14 June 2014

Tom Clark, Woodley Business Forum, and Nicky Jerome, Borough Councillor for Bulmershe and Whitegates, were present at the Town Forum.

Mr Clark, who had been the Chairman of the Woodley Community Forum, asked Councillors whether any progress had been made on drawing up a neighbourhood plan for Woodley.

Councillor Baker explained that, unfortunately, other more pressing matters had pushed the neighbourhood plan down the list of priorities, but he assured Mr Clark that work would start shortly on the provision of a neighbourhood plan and said that Mr Clark would be informed when progress had been made.

Mr Clark asked what other Councillors felt about this matter and it was generally agreed that a neighbourhood plan would benefit Woodley; that although it would be expensive to produce, there was funding available to help with the cost of drawing up a neighbourhood plan, and when in place it would help the Town Council to obtain a higher level of any Community Infrastructure Levy on developments.

It was agreed that the production of a neighbourhood plan should be an agenda item for discussion at a future meeting.

Capital Programme 2014/15

APPENDIX B

CAPITAL PROJECTS	Allocation (£)	Status	Comment	Works Required
Signs	1000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	2000		Annual Allocation	Repair work to council pathways - annual allocation
Malone Park	5000		Works complete but to be paid in 2014/15	Improvements to Malone Road play area identified 2012/13
Playgrounds	5000		Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Improvements to outside Woodford Park Leisure Centre	462	C/F from 2013/14		Improvements to Leisure Centre frontage/approach (Rec from Leisure Services Committee 27/3/12)
Woodford Park car park resurfacing	5000	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Replacement roof WPLC	5000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Committee Rooms - WPLC	1000	C/F from 2013/14		Install window blinds. New flooring and decoration was completed 2013/14.
Replace dividers Woodford Park LC function room	5935	C/F from 2013/14	Works complete but to be paid in 2014/15	Replace dividers in function room due to age - poor condition. Works complete but paid for in 2014/15 financial year
Dividing Curtain - Function Room WPLC	2000			To increase functionality/flexibility of room
Chapel Hall - replacement flooring	7000			Replace current flooring - poor condition
CCTV WPLC	2000			Upgrade CCTV system
Reception area flooring - WPLC	10000			Replace current flooring - poor condition
Ventilation - Ladies & Gents toilets - WPLC	3000			Install extractor ventilation in Ladies & Gents toilets - WPLC
Changing Room refurb - WPLC	5000			Replace flooring, decorate, refurbish bench seating
Ladies Toilets - refurb - WPLC	3000			Refurbish toilets - new toilets, taps, decoration
Replace hot water tank - WPLC	9000			Old tank badly scaled, inefficient, causing problems with system
Water Storage Tanks - Chapel & Coronation Halls	1400			Cleaning of cold water storage tank at Chapel/Coronation, vented lid required at Chapel
Function Room Windows - replace - WPLC	8000			Replace function room windows
Water Softener - Oakwood Centre	3300			Install water softener to decrease limescale damage to heating and water systems caused by hard water.
Sub total	85597			

ROLLING FUNDS		Total in fund	Project Cost (Estimated)	
Woodford Park car park resurfacing	5000	25000	60000	Resurfacing and repair of car park substructure. 5 years allocation
Replacement roof - WPLC	5000	5000	35000	

FUNDED BY	
Carry forward balance from 2013/14	59289
2014/15 allocation	45000
Total funds available 2014/15	104289
Capital Programme Balance	18692

Powers and Duties of the Strategy and Resources Committee

1. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
2. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
3. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that committee's estimates, providing that savings cannot be found within the requesting committee's estimates and that funds are available.
4. To inform and advise the Council on the annual capital programme projects.
5. To manage the committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the committee.
6. To authorise expenditure on capital schemes approved by the Council.
7. To recommend to Council the borrowing of funds and the raising of loans.
8. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.
9. To give guidance and instructions to spending committees and officers for the formulation of forward programmes and financial guidelines.
10. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
11. To be authorised to approve payments for purchases and services rendered to the Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.
12. To oversee the management and development of The Oakwood Centre.
13. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
14. To deal with all leases and licences.
15. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.

16. To supervise communications between the Council and the public.
17. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
18. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
19. To oversee the administration of the Council's offices and depots.
20. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
21. To make appointments to the posts reporting directly to the Town Clerk (as at June 2014: Service Support Manager, Committee Officer, Leisure Services Manager, Head Groundsman,)
22. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.
23. To deal with all matters affecting the Local Government boundaries of the town of Woodley.
24. To liaise and foster good relations with local authority associations.
25. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one committee on a particular matter differ[s] from the recommendation of another committee on the same matter.
26. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
27. To consider, where appropriate, the environmental impact on decisions being made by the committee.
28. To award grants in line with Section 137 of the Local Government Act 1972.

Reviewed 24 June 2014

Powers and Duties of the Leisure Services Committee

1. To provide, manage and promote informal and formal sports and recreational facilities within the parks and open spaces for individuals, groups and clubs.
2. To provide, manage and promote the use of Coronation Hall and Chapel Hall by the general public.
3. To provide, manage and promote the use of Bulmershe Leisure Centre and Woodford Park Leisure Centre by the general public.
4. To recommend the fees and charges for the use of the facilities within the Committee's remit.
5. To approve terms and conditions for the use of any of the facilities within the Committee's remit.
6. To have authority to agree one-off applications for free use of facilities, and to approve exclusive use of agreed areas or facilities by other local authorities or voluntary organisations.
7. To identify areas for the development of leisure and recreational facilities and activities and make any recommendations to the Council.
8. To provide and manage children's play equipment in the parks and open spaces managed or leased by the Council.
9. To provide and promote sports and leisure courses and activities, both in-house and through agencies, to residents and the general public.
10. To provide, manage and maintain the Council's parks, recreation grounds and open spaces, encompassing all fixed and loose fixtures and fittings.
11. To promote arts and culture in Woodley through the work of the Committee and act as an enabler to develop and provide art and cultural activities.
12. To co-operate and liaise with Wokingham Borough Council on recreational and associated matters.
13. To co-operate and liaise with other local authorities and organisations on the promotion and development of recreational facilities, which are to the benefit of Woodley residents.
14. To develop new leisure and recreational facilities in the Council's ownership or jointly with other statutory or voluntary bodies.
15. To liaise and co-operate with other bodies who are developing leisure or recreational facilities of benefit to the people of Woodley.

16. To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and make any recommendations to the Strategy and Resources Committee or Council, where appropriate.
17. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates, in accordance with the policies and format required by the Strategy Resources Committee.
18. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee, and to delegate such powers as vested in the committee.
19. To manage the committee's budgets and be authorised to transfer funds between each head within a location to meet unexpected expenditure within the powers delegated to the committee.
20. To consider, where appropriate, the environmental impact on decisions being made by the committee.

Reviewed 24 June 2014

Powers and Duties of the Community Services Committee

1. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards in accordance with the approved estimates and to advise the Council on future requirements.
2. To organise and work with other groups on events which promote the identity and community activity within Woodley.
3. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association on the management of the site and to engender a good working relationship.
4. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
5. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
6. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
7. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
8. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
9. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
10. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
11. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
12. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
13. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.
14. To consider, where appropriate, the environmental impact on decisions being made by the committee.
15. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.
16. To work with other organisations, agencies and charities to provide services and facilities for young people in Woodley.

Reviewed 24 June 2014

WOODLEY TOWN COUNCIL

Powers and Duties of the Plans Committee

1. To represent the interests of Woodley people by commenting upon all planning issues, including Development Briefs, Local Plans, Structure Plans, Development Control, Planning Appeals, Mineral Extraction and Waste Disposal and to make site visits where necessary.
2. To disseminate information on planning issues to Woodley people and to encourage their participation in responding to consultations on planning matters.
3. To use full delegated authority to exercise the Town Council's statutory right to be consulted and to make representations to the local planning authority on planning applications.
4. To consider the environmental impact of planning proposals in Woodley and adjacent parishes.
5. To propose new street names and maintain and review a list for that purpose.
6. To be authorised to appoint sub committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
7. To oversee arrangements for the Council's views to be presented to the local planning authority where an application has been listed for consideration by Wokingham Borough Council Planning Committee. These arrangements to be in line with the Council's policy (FC 24/6/13 Min No 31) that such a presentation be undertaken by a town councillor for the ward in which the application is situated; if that is not possible a member of the Plans Committee will make the presentation.
8. To receive notification of:
 - planning applications
 - planning decisions
 - planning appeals
 - consent for tree works
 - enforcement matters
 - neighbour consultations
 - permitted development certificates
 - other matters relating to the planning process

Reviewed 24 June 2014

Powers delegated to the Town Clerk

1. To be head of the Council's paid service, with authority over all employees for ensuring the efficient management of the use of the Council's resources.
2. To be the "Proper Officer" of the Council for the purposes of the Local Government Act, 1972 and for all other statutory purposes.
3. To be the Responsible Financial Officer in accordance with Section 151 of the Local Government Act, 1972, the Audit and Account Regulations and other relevant financial regulations.
4. To act as the Council's principal advisor on matters of general policy and for the co-ordination of advice on matters affecting such policy.
5. To be empowered to seek any required planning or building control permission in pursuance of any resolution or objective of the Council.
6. To be responsible for the day-to-day maintenance of all Council property, equipment and machinery.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, permission, consent or approval which may be required under any enactment or by virtue of any contract, covenant or agreement in the presence of two Members of the Council.
8. To be the holder of any licences in respect of any of the Council's public buildings and, whilst such licences are in operation, to have overall responsibility for such buildings or area for which the licence is granted.
9. To administer meetings of the Council, its committees and sub-committees; preparing such notices, agendas, reports and minutes as are needed to comply with the relevant statute.
10. To have authority to deal with all enquiries, petitions and complaints from members of the public and referring those that cannot be resolved to the Leader/Deputy Leader of the Council and appropriate committee Chairman.
11. To be authorised to issue press statements on behalf of the Council in accordance with approved activities and pursuant with the objectives of the Council.
12. To be authorised to liaise with other public authorities, statutory and voluntary bodies and to attend the necessary meetings.
13. To be responsible for all staff matters, the appointment of all staff other than the posts that report directly to the Town Clerk. (As at June 2014 these are; Service Support Manager, Committee Officer, Leisure Services Manager, Head Groundsman,.) If necessary to be the Proper Officer for dealing with grievance matters, disciplinary procedures and, in the appropriate cases, for the dismissal of staff. A report to be submitted to the Strategy and Resources Committee where staff are dismissed.

14. To be authorised to place orders on behalf of the Council in accordance with the approved estimates, policies of the Council and the Standing Orders.

15. To be authorised to make payments for:

Staff salaries and wages.

Staff expenses/training fees/conference fees.

Refund of deposits held

Grants

Goods and services which require payment in advance or where payment is a matter of urgency

reporting to the Strategy and Resources Committee on all payments made.

16. To be authorised to delegate duties to the staff, providing full control measures exist, and during absence through leave, sickness, or for any other authorised reason, to delegate to the appropriate Managers.

17. To be authorised in extreme urgency to take such action as necessary to protect the Council, the general public, staff or property, where it would be impracticable or impossible to obtain prior authority from the Council or its committees.

18. To be authorised to make short-term investments to a maximum of the precept at any one time. Such investments shall meet the requirements set out in the Council's Treasury Management Strategy with either reputable banks or building societies and on terms best beneficial to the Council. To report to the Strategy and Resources Committee all investments made, the institutions used and the rates of interest obtained.