

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 13 June 2017 at 8:00 pm

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

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

Also present: *Councillor K. Gilder
2 members of the public*

1. **APOLOGIES**

Apologies for absence were received from Councillor D. Stares.

2. **DECLARATIONS OF INTEREST**

Councillor Walker	Agenda item 9 Woodley Town Centre New Stage Area	Prejudicial – Councillor Walker is a member of Woodley Women’s Club, which will hire the new stage area.
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Councillor Walker withdrew from the meeting and was not present for the discussion or the vote on the hire charges for the new stage area.

3. **MINUTES OF THE MEETING HELD ON 18 APRIL 2017**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 18 April 2017 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 20/17.

RESOLVED:

- ◆ To note Report No. SR 20/17.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (March), **Appendix B** (April) and **Appendix B** (May):

	Current account	Imprest account
March 2017	£194,858.68	£43,062.24
April 2017	£95,635.49	£48,427.83
May 2017	£66,906.66	£47,581.09

5. **OAKWOOD CENTRE UPDATE**
The Town Clerk presented Report No. SR 21/17.

RESOLVED

- ◆ To note Report No. SR 21/17.

6. **CATERING PARTNERSHIP**
Members noted the report of the Catering Partnership meeting held on 19 May 2017 and asked the Town Clerk to find out whether Sean Rolfe from Brown Bag had spoken to the Bookings and Venues Manager about raising the profile of catering services offered to theatre hirers, and also whether he had requested a hygiene inspection from Wokingham Borough Council with a view to obtaining a 5 star rating for the Oakwood Centre cafe. The Town Clerk agreed to email this information to all members of the Committee.

RESOLVED:

- ◆ To note Report No. SR 22/17.

7. **PR/MARKETING WORKING GROUP**
The Chairman presented Report No. SR 23/17 of the PR/Marketing Working Group meeting held on 7 June 2017.

The Chairman asked Members for their views on the information that should be provided by the new website and there was a lengthy discussion about whether Council information or news and promotional items should have priority on the first page. Given the views of Members and residents present at the meeting the Chairman suggested that the PR/Marketing Co-ordinator work on a hybrid front page for the website. The Chairman stated that there was a strong viewpoint among Councillors who were members of the PR/Marketing Working Group that they should be more engaged as the website was developed, through regular meetings, which had been scheduled for July and September.

Members considered the recommendation from the PR/Marketing Working Group that JMVA be appointed to progress the design and build of the Woodley Town Council websites and that the cost be funded from the bookings system earmarked reserve.

Members then discussed the current and planned marketing activities, which had been reported to the PR/Marketing Working Group. The working group's suggestion that open days could be held at the Oakwood Centre allow local businesses to see the facilities on offer, including the parkland, was noted and Councillor Dolinski encouraged members of the Committee to be involved in these. Following a suggestion of open days at Woodford Park Leisure Centre the Chairman stated that this could be considered by the Leisure Services Committee.

The use of social media for marketing and news releases was discussed and it was recognised that, with limited resources available, the new website would have to be the immediate priority, but that increased use of social media would follow.

RESOLVED:

- ◆ To note Report No. SR 23/17.
- ◆ To approve the appointment of JMVA to progress the design and build of the Woodley Town Council websites.
- ◆ That the cost of producing the new websites be funded from the bookings system earmarked reserve.

8. **RISK MANAGEMENT WORKING PARTY**

Councillor Mills presented Report No. SR 24/17 of the Risk Management Working Party meeting held on 30 May 2017 and informed Members that there had only been minor changes made to the risk register since the previous year. The main categories remained the same and only one additional risk had been identified.

In response to a question about a timescale for initial work on a disaster recovery plan to protect the Council's IT systems, the Town Clerk stated that she believed that could be achieved over the next six months.

RESOLVED:

- ◆ To note Report No. SR 24/17.
- ◆ That the Risk Register be presented to Council.

9. **WOODLEY TOWN CENTRE NEW STAGE AREA**

The Town Clerk presented Report No. SR 25/17, which listed suggested names for the new stage area that had been received from the Woodley Town Centre Management Initiative and from the Woodley Over 50s groups, and also set out the proposed terms and conditions for the use of the new stage area by fundraising organisations.

Members noted that the chosen name might be changed in the future if a local business wished to sponsor the stage area.

In reply to a question the Town Clerk confirmed that the charge could be reduced for smaller organisations and that the proposed terms and conditions were for the hire of the area for fundraising events; other events would usually be organised by the Town Centre Manager and relevant arrangements agreed.

RESOLVED:

- ◆ To note Report No. SR 25/17.
- ◆ That the stage be named Centre Stage.
- ◆ To approve the terms and conditions for the hire of Centre Stage, including amendments requested by the Committee, attached at **Appendix D**.

10. **ENVIRONMENTAL POLICY**

Before this item was discussed the Chairman asked the Town Clerk to circulate a note to all members of the Strategy and Resources Committee to explain why the heating in the Oakwood Centre was on in the summer and to inform Members how the problem with the heating system was being addressed.

The Town Clerk presented Report No. SR 26/17 and explained that the Council did not currently have an environmental policy document that outlined the principles under which it operated with regard to the environment.

Members considered the proposed environmental policy document, which could be used as a basis upon which more detailed, service specific procedures and objectives could be developed and implemented.

RESOLVED:

- ◆ To note Report No. SR 26/17.
- ◆ To adopt the proposed environmental policy, as attached at **Appendix E**.
- ◆ That periodic reports on environmental matters be provided to the Strategy and Resources Committee.

11. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE (WTCMI)**

RESOLVED:

- ◆ To note the Report of the Woodley Town Centre Management Initiative meeting held on 26 April 2017.

Under this item Councillor Gilder asked whether there was any reason why the ends of the shopping precinct could not be reinforced in some way to prevent unauthorised access by vehicles as had been seen in recent terror attacks in London. The Chairman asked Mrs Mary Holmes, Chairman of the WTCMI, who was present at the meeting, to present this suggestion at the next WTCMI meeting, as the town centre was managed by the WTCMI. The WTCMI could then formally submit any proposal to the Town Council, for discussion with Wokingham Borough Council.

12. **EXTERNAL FUNDING PROJECT LIST**

Members noted that there had been no changes to the external funding project list since the last meeting.

RESOLVED:

- ◆ To note the external funding project list.

13. **REQUEST FROM THE COMMUNITY YOUTH PARTNERSHIP**

Members considered a request from the Community Youth Partnership for free use of the Oakwood Centre if it was identified as the preferred venue for a one-day conference to raise awareness of the growing need for mental and emotional health and wellbeing support for young people.

At this point in the meeting Councillor Dolinski declared a disclosable prejudicial interest as the Deputy Executive Member for Adult Services, Health, Wellbeing and Housing at Wokingham Borough Council and the matter relating to the proposed one day conference on mental and emotional health and wellbeing was not discussed.

RESOLVED:

- ◆ To agree to the free use of the Oakwood Centre to hold a one-day conference to raise awareness of the growing need for mental and emotional health and wellbeing support for young people and require the Council's logo to be used in promotional material.

14. **REQUEST FROM THE LEISURE SERVICES COMMITTEE**

Members noted the information provided in the agenda regarding an opportunity for matched grant funding from the Premier League and FA Facilities Fund Small Grant Scheme towards a project to refurbish the changing rooms for the 2018/19 season. A funding bid would be strongly linked to forming a relationship with a local home team/club and this would also form part of the project.

Members considered allocating up to £10,000 from reserves for this purpose.

RESOLVED:

- ◆ To allocate up to £10,000 from reserves to an earmarked reserve for the purpose of match funding for a grant to refurbish the football changing rooms at Woodford Park Leisure Centre, subject to a successful grant application.

15. **PROPOSED WOODLEY AND NORTH EARLEY NEIGHBOURHOOD ACTION GROUP/COMMUNITY FORUM**

Members considered a proposal from Mary Bather, of the Whitegates Residents' Association, that a Woodley and North Earley Neighbourhood Action Group/Community Forum be established and that the Town Council support this by appointing representatives and providing a room at the Oakwood Centre, free of charge, for meetings.

RESOLVED:

- ◆ To provide a room, free of charge, for meetings of the proposed Neighbourhood Action Group, subject to the meetings being on a day when a room was available and not required for a paying hirer.
- ◆ That Councillors Baker and Dolinski represent the Town Council at the first meeting of the Woodley and North Earley Neighbourhood Action Group on 21 June, with Councillor Walker as a substitute.

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

Members noted that the April Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £53,579.

17. **BOROUGH/PARISH LIAISON FORUM**

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

18. **FUTURE AGENDA ITEMS**

The following suggestions were made for future agenda items:

- A report on the condition of the public toilets at the Oakwood Centre.
- An update on the plans for the refurbishment/extension of Woodford Park Leisure Centre.

The Chairman requested that the Committee be kept up to date on any significant maintenance matters affecting Council buildings.

19. **PUBLICITY AND WEBSITE**

No new suggestions were put forward to be publicised or added to the website.

20. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to legal, commercial and third party financial 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.

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

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

In response to a question the Town Clerk agreed to provide a report on the Council's earmarked reserves to the next meeting.

22. **WOODLEY THEATRE AGREEMENT REVIEW**

The Town Clerk presented Report No. SR 27/17.

Councillor Dolinski thanked the Town Clerk for a very well written review of the Council's relationship with Woodley Theatre.

RESOLVED:

- ◆ To note Report No. SR 27/17.
- ◆ To approve the proposed agreement with Woodley Theatre for the period 2016-21, as provided in the agenda.

23. **PUBLIC TOILET – LEASE HEADS OF TERMS**

The Town Clerk presented Report No. SR 28/17 regarding the Heads of Terms of the proposed lease with Wokingham Borough Council.

RESOLVED:

- ◆ To note Report No. SR 28/17.
- ◆ To approve the Heads of Terms of the proposed lease between the Town Council and Wokingham Borough Council for use of land at Crockhamwell Road for a public toilet, as provided in the agenda and direct the Town Clerk to finalise the lease.

24. It was proposed by the Chairman and

RESOLVED:

- ◆ That as business was unlikely to be completed by 10pm the meeting continue in order to complete the business set out in the agenda.

25. **WOODLEY PRE-SCHOOL**

The Town Clerk presented Report No. SR 29/17.

Members discussed the proposed lease term of 30 years and it was further proposed that this be reduced to 20 years with a break clause in the tenth year. The Town Clerk agreed to establish whether this would meet any Department of Education requirements in this matter.

RESOLVED:

- ◆ To note Report No. SR 29/17.
- ◆ To approve the proposed general terms of agreement for the lease of land to Woodley Pre-School as set out in the report, with a proviso that the term of the lease be 20 years, with a break clause in the tenth year, subject to this being sufficient for Department of Education requirements as grant funder.

26. **THAMES VALLEY POLICE – LEASE AGREEMENT**

Members noted that the 5-year lease agreement between the Council and Thames Valley Police (TVP) for the use of the police office at the Oakwood Centre would come to an end on 8 July 2017. Members considered a request from TVP that the existing lease terms roll over beyond this date in order that the LPA Commander, who would be in post from the middle of June 2017, could consider the renewal of the lease.

RESOLVED:

- ◆ To agree that the existing terms of the lease agreement between the Council and Thames Valley Police for the use of the police office at the Oakwood Centre roll over beyond the end date of the agreement, to allow the new LPA Commander to consider the renewal of the lease.
- ◆ To charge quarterly in advance for the use of the police office until the lease is agreed or otherwise.
- ◆ To add a clause into a new lease agreement with Thames Valley Police to permit a roll over, if required, in future.

27. **POTENTIAL YOUTH PROJECT AT LODDON MEAD/AREA UNDER A3290**
The Town Clerk informed Members that Heads of Terms of a lease between the Council and Wokingham Borough Council, relating to the area under the A3290 at Loddon Bridge Road, were still under discussion.

28. **WOODLEY AIRFIELD CENTRE**
The Town Clerk gave a verbal report on matters relating to its agreement with Wokingham Borough Council with regard to Woodley Airfield Centre.

RESOLVED:

- ◆ That the Town Clerk write to Wokingham Borough Council as directed by the Committee.

The meeting closed at 10:10 pm

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Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
08-Mar-17	Allen's Design & Print Ltd	1707.00	Town centre advertising banners
16-Mar-17	Allen's Design & Print Ltd	1836.00	Town centre advertising banners
08-Mar-17	Anthony Stiff Associates Ltd	3480.00	Video - town centre improvements
10-Mar-17	Arkell - Hurcombe-Bronzeworks	93.60	Bronze plaque
23-Mar-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
23-Mar-17	BCM Group Plc	41.38	Service & maint photocopier WPLC
10-Mar-17	BE Fuelcards Ltd	1.52	Admin charge
17-Mar-17	BE Fuelcards Ltd	28.97	BP unleaded petrol Depot
31-Mar-17	BE Fuelcards Ltd	64.97	Diesel-RY54DBU-34882
23-Mar-17	Bowak Ltd	118.60	Cleaning supplies
23-Mar-17	Brake Bros Foodservice Ltd	418.51	Vending supplies
23-Mar-17	Brown Bag Cafe Ltd	1527.66	Catering services
09-Mar-17	BT Group Plc	158.88	Phone
23-Mar-17	Came & Company IBA	30254.68	Insurance
13-Mar-17	Castle Water	122.78	Water rates
20-Mar-17	CF Corporate Finance	364.32	Qtrly Photocopier charge
23-Mar-17	Churchill Contract Services Ltd	2171.30	Contract cleaning
23-Mar-17	CoolerAid Ltd	137.46	Bottled water
16-Mar-17	Country Garden Buildings Ltd	3108.00	Bowls club fencing
22-Mar-17	Crown Gas & Power	141.79	Gas supply
22-Mar-17	Crown Gas & Power	261.38	Gas supply
22-Mar-17	Crown Gas & Power	788.40	Gas supply
22-Mar-17	Crown Gas & Power	1153.39	Gas supply
10-Mar-17	EDF Energy 1 Ltd	7.67	Electric for clock tower
10-Mar-17	Ellis Whittam Ltd	5760.00	HR - H&S support & insurance
23-Mar-17	Energy Electrical Distributors Ltd	42.54	Electrical supplies
23-Mar-17	Eurodec Ltd	247.90	Decorating supplies
23-Mar-17	Fraser Office Supplies Ltd	187.64	Stationery supplies
10-Mar-17	Fuel Fitness Ltd	150.00	Coaching - Karate camp
01-Mar-17	G Wheadon	300.00	Service & maint lawn mower - Depot
01-Mar-17	Go Cardless Ltd	80.40	Club manager membership
10-Mar-17	Go Cardless Ltd	30.00	EPOS monthly till charge
23-Mar-17	HMRC Cumbernauld	12673.37	PAYE & NI - employers and employees
16-Mar-17	IMAGE BOX	168.00	Oakwood Centre leaflet design
16-Mar-17	John Willis	120.00	Window cleaner
06-Mar-17	Lamps & Tubes Luminations Ltd	5070.04	Town centre Christmas lights
14-Mar-17	Lloyds Bank	133.78	Cardnet monthly service charge
23-Mar-17	Lyreco UK Ltd	71.16	Stationery supplies
16-Mar-17	Mailcoms Ltd	281.53	Annual franking service charge
14-Mar-17	Mainstream Digital	0.28	Phone
23-Mar-17	Margaret Macknelly Design	297.00	Woodley Herald design
15-Mar-17	Merchant Rentals	35.23	Cardnet machine monthly charge
08-Mar-17	MKR Electrical Services Ltd	583.06	Electrical supplies
23-Mar-17	MKR Electrical Services Ltd	228.54	Electrical supplies
10-Mar-17	New Neighbours Ltd	60.00	WTCMI distribution of leaflets
23-Mar-17	New Neighbours Ltd	60.00	WTCMI distribution of leaflets
08-Mar-17	P&H Direct Van Sales Ltd	50.47	Vending supplies
10-Mar-17	P&H Direct Van Sales Ltd	135.49	Vending supplies
16-Mar-17	P&H Direct Van Sales Ltd	252.91	Vending supplies
23-Mar-17	P&H Direct Van Sales Ltd	103.72	Vending supplies
29-Mar-17	Pitney Bowes	250.00	Postage franking top up
10-Mar-17	Plusnet	52.20	Phone
17-Mar-17	Plusnet	38.40	Phone
23-Mar-17	Prudential	30.00	AVC payment deducted from pay

27-Mar-17	Public Works Loan	1528.16	Public Works Loan
30-Mar-17	Public Works Loan	29093.75	Public Works Loan
31-Mar-17	Public Works Loan	44076.93	Public Works Loan
23-Mar-17	R and J Services	804.00	Gym construction/setup & repair wall Chapel Hall
06-Mar-17	Rathbones	2311.21	VAT reclaimed on fees to Rathbones Investment
08-Mar-17	Rialtas Business Solutions Ltd	324.00	Annual WPLC bookings software maintenance
10-Mar-17	Rialtas Business Solutions Ltd	135.60	Annual allotment software maintenance
10-Mar-17	Ridd Wood Partnership Ltd	918.00	WPLC roof advice & remedial work services
16-Mar-17	SGW Payroll Ltd	158.78	Payroll services
23-Mar-17	SGW Payroll Ltd	158.78	Payroll services
30-Mar-17	SGW Payroll Ltd	158.78	Payroll services
15-Mar-17	Siemens Fin Service	1100.80	Gym equipment monthly charge
16-Mar-17	Siemens Financial Services Ltd	720.00	Qtrly Photocopier charge
23-Mar-17	SLCC Enterprises Ltd	222.00	Staff training - Allotments
16-Mar-17	Thames Valley Temperature Control Ltd	19398.00	Gym construction/setup
23-Mar-17	Thames Valley Temperature Control Ltd	355.50	Hot water cylinder repair WPLC
08-Mar-17	Thames Valley Water Services Ltd	156.00	Water sample checks
23-Mar-17	The Berkshire Pension Fund	11218.49	Pension - employers and employees
10-Mar-17	The Reindeer Centre	1680.00	Reindeer & sleigh charge - Extravaganza
16-Mar-17	Tracks 2000 International Ltd	950.00	Purple flex roll matts
23-Mar-17	Trade UK - Screwfix	201.10	Building supplies
23-Mar-17	Traditional Local Cleaning Ltd	1524.60	Contract cleaning
23-Mar-17	Travis Perkins Trading Co	98.13	Building supplies
23-Mar-17	Unison Collection Ac	32.20	Union fees deducted from pay
23-Mar-17	Veolia ES - UK Ltd	776.03	Refuse collection
22-Mar-17	Vodafone Ltd	222.56	Phone
23-Mar-17	Wokingham Borough Council	956.76	Legal services Gym

194858.68

CLERKS IMPREST A/C

List of Payments made between 01/03/2017 and 31/03/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
01-Mar-17	(Personal Information)	50.00	Refund deposit
13-Mar-17	(Personal Information)	45.00	Refund deposit
13-Mar-17	(Personal Information)	150.00	Refund deposit
20-Mar-17	(Personal Information)	180.00	Refund deposit
10-Mar-17	Amazon.co.uk	3.65	Leather case - mini iPad
03-Mar-17	Buyer Direct Ltd	248.00	Explorer Gazebo
17-Mar-17	John Lewis.com	23.45	Targus case for mini iPad
22-Mar-17	Lloyds Bank	41462.02	Net March 2017 payroll
17-Mar-17	Matalan	10.95	Long sleeve shirt
08-Mar-17	McEvoy & Rowley	108.99	Bosch Freestanding Microwave
27-Mar-17	Stageability Berks	600.00	Refund deposit
23-Mar-17	Waitrose	62.59	Wine for Civic Awards
23-Mar-17	Waitrose	142.26	Wine for Civic Awards
23-Mar-17	Waitrose	15.00	Germini bouquet Civic Awards
30-Mar-17	Waitrose	-79.67	Wine returned - Civic Awards
24-Mar-17	Winnersh Garden	40.00	Flower arrangement - Civic awards

43062.24

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/04/2017 and 30/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
06-Apr-17	B & S Chains (Midlands) Ltd	91.15	Swing replacement for WP playground
21-Apr-17	Be Fuelcards Ltd	24.26	BP unleaded petrol Depot
11-Apr-17	Berkshire Tree Care	504.00	Tree works
21-Apr-17	Bowak Ltd	520.17	Cleaning supplies
28-Apr-17	Bowak Ltd	38.54	Cleaning supplies
11-Apr-17	Brown Bag Cafe Ltd	759.24	Catering services
28-Apr-17	Brown Bag Cafe Ltd	1614.60	Catering services
06-Apr-17	Bullseye Awards & Garments Ltd	83.60	Engraving of Mayors Award shield
06-Apr-17	CCTV Direct Ltd	341.61	Cameras x2 & LED monitor
03-Apr-17	Club Manager Ltd	80.40	Club Manager membership
11-Apr-17	Commercial Washrooms	58.08	Locks for washrooms O/C
21-Apr-17	CoolerAid Ltd	60.00	Bottled water
28-Apr-17	CoolerAid Ltd	109.02	Bottled water
21-Apr-17	Crown Gas & Power	252.52	Gas supply
21-Apr-17	Crown Gas & Power	1030.54	Gas supply
21-Apr-17	Crown Gas & Power	609.06	Gas supply
21-Apr-17	Crown Gas & Power	242.70	Gas supply
06-Apr-17	Dawes Engineering Ltd	588.00	Service to cricket roller
28-Apr-17	DCK Beavers Ltd	437.40	Accountancy services
06-Apr-17	Dejac Associates Ltd	744.00	Computer support & service
28-Apr-17	Drews Ltd	76.33	Building supplies
12-Apr-17	Epos Now Ltd D/D	30.00	EPOS till monthly charge
06-Apr-17	Eurodec Ltd	92.66	Building supplies
21-Apr-17	Eventu	95.00	Sound equipment Citizens Award evening
11-Apr-17	Fencing Products Ltd	56.16	Half round stakes - Depot
11-Apr-17	Fiesta	74.40	Glasses for Citizens Award evening
11-Apr-17	Fraser Office Supplies Ltd	183.40	Stationery supplies
21-Apr-17	Fraser Office Supplies Ltd	148.88	Stationery supplies
21-Apr-17	Fuel Fitness Ltd	75.00	Coaching - Karate camp
28-Apr-17	Fuel Fitness Ltd	115.00	Coaching - Karate camp
28-Apr-17	Gymnastics Enterprises Ltd	88.94	Badges/Certificates for WPLC courses
21-Apr-17	H F Newberry	13.20	WTCMI Easter chicks competition
11-Apr-17	Hire Depot Ltd	102.85	Hire of De-Humidifier WPLC
28-Apr-17	HMRC Cumbernauld	14952.65	PAYE & NI - employers and employees
11-Apr-17	IMAGE BOX	84.00	Gym signs
21-Apr-17	IMAGE BOX	198.00	Lake project consultation boards
28-Apr-17	InTouch	35.99	Monthly website charge
28-Apr-17	John Willis	120.00	Window cleaner
28-Apr-17	Just Around The Corner	5986.75	Grant
21-Apr-17	Keep Britian Tidy	376.80	Grant
11-Apr-17	Lamps-Tubes Luminations Ltd	670.80	WTCMI banners/tree light repairs
21-Apr-17	Laundry Depot	194.00	Washing O/C tablecloths
06-Apr-17	Lightatouch	350.00	Internal Audit service
04-Apr-17	Lloyds Bank D/D	30.63	Monthly bank service charge
18-Apr-17	Lloyds Bank D/D	231.19	Monthly cardnet service charge
28-Apr-17	Lyreco UK Ltd	120.11	Stationery supplies
11-Apr-17	M J & K A Collions	380.00	Water softener salt tablets
18-Apr-17	Mainstream Digital Ltd	61.72	Phone
06-Apr-17	Margaret Macknelly Design	108.00	Design & prep of advert - Carnival booklet
18-Apr-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
21-Apr-17	MKR Electrical Services Ltd	666.86	Electrical supplies
21-Apr-17	P&H Direct Van Sales Ltd	433.67	Vending supplies
28-Apr-17	P&H Direct Van Sales Ltd	177.20	Vending supplies

11-Apr-17	Plusnet Plc	52.20	Phone
19-Apr-17	Plusnet Plc	38.40	Phone
06-Apr-17	PPL	31.84	Music licence
21-Apr-17	PPL	361.88	Music licence
28-Apr-17	Prudential	30.00	AVC payment deducted from pay
21-Apr-17	Queensbury Shelters Ltd	4879.20	Supply & install Cantilever bus shelter
21-Apr-17	Qwerty Ltd	614.40	WTC advert in Earley TC guide
28-Apr-17	R and J Services	5280.00	Supply & install steel bollards WPLC
21-Apr-17	Rialtas Business Solutions Ltd	330.00	Annual Bookings software charge
11-Apr-17	Serviceline	326.76	Oven service contract - Café
03-Apr-17	SGW Payroll Ltd	-158.78	Payroll services (refund for incorrect DD)
18-Apr-17	Siemens Finanial Services	1100.80	Gym equipment monthly rental
21-Apr-17	Southern Electric Contracting Ltd	676.57	Electricity supply
21-Apr-17	SSE Southern Electric	533.57	Electricity supply
21-Apr-17	T H White Ltd	357.46	Garden supplies
11-Apr-17	Thames Valley Temperature Control Ltd	480.00	Extra gym works
28-Apr-17	The Berkshire Pension Fund	13189.62	Pension - employers and employees
21-Apr-17	Trade UK - Screwfix	470.55	Building supplies
21-Apr-17	Traditional Local Cleaning Ltd	1885.67	Contract cleaning
21-Apr-17	Travis Perkins Trading Co	173.51	Building supplies
28-Apr-17	Travis Perkins Trading Co	180.00	Building supplies
28-Apr-17	Unison Collection Ac	32.20	Union fees deducted from pay
28-Apr-17	Veolia ES - UK Ltd	1078.02	Refuse collection
18-Apr-17	Vodafone	233.06	Phone
21-Apr-17	WhiteKnights	460.80	WPLC flat tenancy agreement
03-Apr-17	Wokingham BC	40.76	Rates
03-Apr-17	Wokingham BC	151.80	Rates
03-Apr-17	Wokingham BC	341.80	Rates
03-Apr-17	Wokingham BC	837.00	Rates
03-Apr-17	Wokingham BC	2123.00	Rates
11-Apr-17	Wokingham Borough Council	24949.09	Electricity supply 2016/2017
		95635.49	

CLERKS IMPREST A/C

List of Payments made between 01/04/2017 and 30/04/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
10-Apr-17	(Personal Information)	50.00	Refund deposit
10-Apr-17	(Personal Information)	22.00	Refund deposit
10-Apr-17	(Personal Information)	15.00	Refund deposit
18-Apr-17	(Personal Information)	49.98	Gym refund
24-Apr-17	(Personal Information)	12.00	Refund deposit
26-Apr-17	(Personal Information)	50.00	Refund deposit
26-Apr-17	(Personal Information)	50.00	Refund deposit
26-Apr-17	(Personal Information)	50.00	Refund deposit
28-Apr-17	Angel Springs Ltd	24.00	Environmental charge - water boiler WPLC
13-Apr-17	Catering Appliance.com	599.94	SS Upright Freezer
04-Apr-17	Cats Protection	100.00	Refund deposit
30-Apr-17	Gilbert Thompson	527.00	Newsletter delivery
26-Apr-17	Lloyds Bank	46046.13	Net payroll - April 2017
18-Apr-17	Lloyds Bank D/D	8.67	Monthly bank service charge
10-Apr-17	Me2Club	50.00	Refund deposit
19-Apr-17	Microsoft	59.99	WTCMI Office 365 renewal
10-Apr-17	Officefurniture.co.uk	266.40	Fabric Draughtsman Chair
18-Apr-17	Officefurniture.co.uk	319.20	Freestanding partition screens
04-Apr-17	PETTY CASH A/C	127.52	Top up petty cash
		48427.83	

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/05/2017 and 31/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
05-May-17	Alamo Blinds	1263.60	Blinds - Oakwood Centre
26-May-17	ARC	5200.00	Grant
19-May-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque - Garden of Remembrance
12-May-17	Be Fuelcards Ltd	30.53	BP unleaded petrol Depot
19-May-17	Bowak Ltd	99.32	Cleaning supplies
05-May-17	Brake Bros Foodservice Ltd	316.12	Vending supplies
19-May-17	Brake Bros Foodservice Ltd	228.86	Vending supplies
26-May-17	Brown Bag Cafe Ltd	500.60	Catering services
23-May-17	BT Telephone Payment Centre	136.56	Phone
24-May-17	BT Telephone Payment Centre	88.68	Phone
24-May-17	BT Telephone Payment Centre	98.64	Phone
24-May-17	BT Telephone Payment Centre	1032.34	Phone
24-May-17	BT Telephone Payment Centre	98.64	Phone
24-May-17	BT Telephone Payment Centre	88.68	Phone
08-May-17	Castle Water Ltd D/D	662.93	Water rates
25-May-17	Castle Water Ltd D/D	130.22	Water rates
25-May-17	Castle Water Ltd D/D	345.83	Water rates
05-May-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
19-May-17	Circus Scene	225.00	Woodley Town centre - New stage opening
02-May-17	Club Manager Ltd	80.40	Club Manager membership
26-May-17	CoolerAid Ltd	23.70	Bottled water
22-May-17	Crown Gas & Power	940.03	Gas supply
22-May-17	Crown Gas & Power	296.91	Gas supply
22-May-17	Crown Gas & Power	192.78	Gas supply
22-May-17	Crown Gas & Power	185.20	Gas supply
26-May-17	David Provins	207.31	Grant (Friends of Woodford Park)
19-May-17	DCK Beavers Ltd	527.40	Accountancy services
05-May-17	EDF Energy 1 Ltd	11.83	Electricity supply
19-May-17	EDF Energy 1 Ltd	10.53	Electricity supply
11-May-17	Epos Now Ltd D/D	30.00	EPOS till mthly charge
05-May-17	Eurodec Ltd	45.94	Building supplies
19-May-17	Fraser Office Supplies Ltd	39.72	Stationery supplies
26-May-17	Fraser Office Supplies Ltd	125.78	Stationery supplies
19-May-17	HMRC Cumbernauld	12592.55	PAYE & NI - Employers and employees
05-May-17	IMAGE BOX	180.00	Design & artwork - signs
12-May-17	InTouch	179.95	Monthly website charge
26-May-17	InTouch	143.96	Monthly website charge
26-May-17	John Willis	120.00	Window cleaner
26-May-17	Keep Mobile	500.00	Grant
26-May-17	Lend & Play Toy Library	500.00	Grant
19-May-17	Lister Wilder Ltd	466.95	Garden supplies
02-May-17	Lloyds Bank D/D	31.41	Monthly bank service charge
15-May-17	Lloyds Bank D/D	289.50	Monthly cardnet service charge
30-May-17	Lloyds Bank D/D	32.24	Monthly bank service charge
22-May-17	Mailcoms Ltd D/D	83.94	Franking - annual software update
15-May-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
12-May-17	Norman J Mousley	50.00	Photo of Mayor
26-May-17	Office Depot International UK Ltd	44.24	Stationery supplies
05-May-17	P&H Direct Van Sales Ltd	157.91	Vending supplies
12-May-17	P&H Direct Van Sales Ltd	171.84	Vending supplies
19-May-17	P&H Direct Van Sales Ltd	41.97	Vending supplies
26-May-17	P&H Direct Van Sales Ltd	175.43	Vending supplies
05-May-17	PHS Group	287.14	Qtly mat charges OC / WPLC
11-May-17	Plusnet Plc	52.20	Phone
17-May-17	Plusnet Plc	38.40	Phone

26-May-17	PRS for Music	458.42	Music Licences - Oakwood Centre
19-May-17	Prudential	30.00	AVC payment deducted from pay
26-May-17	Readibus	8740.00	Grant
19-May-17	Rialtas Business Solutions Ltd	139.20	Annual Planning software maintenance
08-May-17	SGW Payroll Ltd	201.02	Payroll services
12-May-17	SGW Payroll Ltd	163.10	Payroll services
19-May-17	SHL Group Ltd	974.16	Recruitment reports
15-May-17	Siemens Finanical Services	1100.80	Gym equip monthly rental
19-May-17	Smart Signs Group Ltd	54.78	Garden of Remembrance sign
19-May-17	South East Employers	690.00	Annual subscription
12-May-17	Stationery UK Ltd	35.17	Flipchart pads
19-May-17	The Berkshire Pension Fund	12318.14	Pension - employers and employees
19-May-17	Traditional Local Cleaning Ltd	1600.13	Contract cleaning
19-May-17	Unison Collection Ac	32.20	Union fees deducted from pay
26-May-17	Veolia ES - UK Ltd	951.81	Refuse collection
18-May-17	Vodafone	233.06	Phone
02-May-17	Wokingham BC	40.00	Rates
02-May-17	Wokingham BC	154.00	Rates
02-May-17	Wokingham BC	340.00	Rates
02-May-17	Wokingham BC	839.00	Rates
02-May-17	Wokingham BC	2120.00	Rates
26-May-17	Wokingham-Citizens Advice	3159.00	Grant
05-May-17	XL Displays Ltd	496.80	Fabric exhibition stand
26-May-17	XN Media Ltd	240.00	WTCMI full page advert
		66906.66	

CLERKS IMPREST A/C

List of Payments made between 01/05/2017 and 31/05/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
02-May-17	(Personal Information)	50.00	Refund deposit
08-May-17	(Personal Information)	50.00	Refund deposit
08-May-17	(Personal Information)	15.00	Refund deposit
09-May-17	Daniel Wakelin	100.00	Grant - May 2017
15-May-17	(Personal Information)	5.00	Refund deposit
15-May-17	(Personal Information)	50.00	Refund deposit
15-May-17	(Personal Information)	50.00	Refund deposit
15-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
22-May-17	(Personal Information)	50.00	Refund deposit
23-May-17	(Personal Information)	15.00	Refund deposit
23-May-17	(Personal Information)	50.00	Refund deposit
30-May-17	(Personal Information)	50.00	Refund deposit
30-May-17	(Personal Information)	50.00	Refund deposit
30-May-17	(Personal Information)	100.00	Refund deposit
30-May-17	(Personal Information)	50.00	Refund deposit
25-May-17	Adobe System Software	150.92	APCC software
11-May-17	Amersham & Wycombe	50.00	Staff training - exam
09-May-17	Chemogiftbags	250.00	Grant - May 2017
02-May-17	Gumtree.com	11.99	OC room to rent advert
05-May-17	Launchpad	276.00	Mayors Charity payment
18-May-17	LAX Events Ltd	240.00	Woodley Town centre - New stage opening
24-May-17	Lloyds Bank	43078.84	May 2017 net payroll
11-May-17	Lloyds Bank D/D	8.04	Monthly bank service charge
09-May-17	ME2 Club	250.00	Grant - May 2017
26-May-17	PETTY CASH A/C	191.20	top up petty cash
09-May-17	Revitalise	250.00	Grant - May 2017
16-May-17	SLCC Enterprises	356.00	Annual membership subscription

09-May-17 Sport in Mind
05-May-17 Stage Depot
15-May-17 The Autism Group
18-May-17 The Jazz Team
09-May-17 Wdly Retired People
09-May-17 Wdly United FC
09-May-17 Woking Dist Vetern Tree Assoc

250.00 Grant - May 2017
133.10 Theatre lamps
100.00 Refund deposit
550.00 Woodley Town centre - New stage opening
250.00 Grant - May 2017
250.00 Grant - May 2017
50.00 Grant - May 2017

47581.09

DRAFT

TERMS AND CONDITIONS OF THE HIRE OF THE CENTRE STAGE BY ORGANISATIONS AND OTHER GROUPS USING THE STAGE FOR FUNDRAISING PURPOSES

1. In these conditions:

"THE HIRER" means the individual signing the application form to book the new stage area and/or the organisation, association, charity, society or other group on whose behalf it is signed.

"THE COUNCIL" means Woodley Town Council and includes any officer, employee or agent of the Council.

"PERIOD OF HIRE" means the time under the agreement for which the hirer is entitled to use the facility, which will be between 8am and 6pm on the date so booked.

"FEE" means the payment for the hire of the Centre Stage, currently £30 for each date booked. (Income from fees will be used to cover insurance, administrative and maintenance costs.)

2. Application and payment

All applications for hire must be made on the official booking form, which will form part of the contract between the Council and the hirer.

The hirer must complete and sign the booking form and pay the fee at least 14 days before the booking is to take place.

The responsible officer may use her discretion to agree a discount to the fee charged.

The hirer must be over 18 years of age.

3. Cancellations

By the Council:

The Council reserves the right to withdraw permission to use the facility. The Council will repay the booking fee on cancelling the booking. The Council shall not be under any liability for any expense incurred or loss sustained by the hirer as a result of the cancellation.

By the hirer:

In the case of a cancellation of a booking 14 days, or earlier, before the date of the booking the full fee, minus an administrative charge of 10% of the fee, will be refunded. Where notice of cancellation is received less than 14 days before the booking the full fee will remain due except that the responsible officer may at her discretion waive all or part of the fee for that cancelled booking.

4. Refusal of booking

The Council through the responsible officer reserves the right to refuse any application for the hiring of the facility without being required to give any reason for such refusal.

Applications will not be accepted from political organisations or commercial organisations wishing to display products or services with a view to gaining custom.

5. Conduct and control

The hirer undertakes with the Council:

a) To ensure compliance by all those using the facility with all reasonable requirements for the use of the facility.

b) Not to use the facility or any part thereof for any activities which are dangerous, offensive, noxious, illegal or immoral or which are or may become a nuisance to the Council, or to tenants or occupiers of the centre or any owner or occupier of any property in the vicinity.

c) Not to attach any notices, coat hangers or any other items to the decorative panel at the rear of the stage area, not to use any sticky tape or blutac type substances on the panel or of any of the stage structure.

d) To repay the Council the costs of making good all damage suffered to the facility during the period of hire (except fair wear and tear and damage caused by any risk of the Council's insurance and damage by the Council).

e) No collections, games of chance, sweep stakes or lotteries or any betting of any kind may be conducted at the facility.

f) At the end of the booking to remove all the hirer's goods and waste and leave the facility clean and tidy, in particular not to leave behind any unsold items or clothing and on no circumstances dispose of such items outside any of the charity shops in the town centre.

g) Any damage discovered by the hirer or made to the stage structure during a booking must be reported to the Council.

6. Assignment

The right to use the facility under the agreement shall not be sublet, assigned or otherwise transferred by the hirer.

7. Liability

The Council is not responsible and will not accept liability for any loss, damage, injury or death, however or whoever caused this, whether to either property or person, a person or persons using the facility, except where such loss, damage, injury or death is caused by the Council's negligence or any defect in the premises.

8. Indemnity

Hirers will be required to state on the booking form whether they have public liability insurance cover. In the case where a hirer does not have public liability cover the Council will advise the hirer whether this is required and any other conditions that must be adhered to.

9. Objectionable articles

No person shall bring onto the facility any article of an inflammable or explosive character, including fireworks or any article producing an offensive smell or oil, electrical or gas or other apparatus or bring, place or erect any furniture, structure or place or fix any additional or decorative lighting in any part of the premises without the previous consent of the Council's responsible officer.

10. Variations to the agreement

The Council reserves the right to vary the conditions of the agreement at any time on seven days notice. Any variation shall be deemed to be incorporated in these conditions.

11. Violations of the agreement

The Council reserves the right to terminate any booking of the facility if it appears to the Council's responsible officer that any of the conditions of hire have been or are being violated or if for any other reason it appears to be in the public interest to do so. In these cases the Council shall be entitled to retain the booking fee paid by the hirer.

Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
RG5 4JZ

Tel 0118 9690356
Email admin@woodley.gov.uk



ENVIRONMENTAL POLICY

Policy Statement

Woodley Town Council recognises its environmental responsibilities in its many roles including;

- Consumer of goods and services
- Employer
- Service provider
- Landowner and manager
- Custodian of community assets
- Public body

The environmental objectives of the Council are:

- a) To conserve energy and other resources
- b) To reduce the amount of waste generated by the Council
- c) To increase the amount of Council waste that is recycled
- d) To provide information to the public on environmental issues and promote environmental initiatives
- e) To work with partners e.g. Wokingham Borough Council in delivering environmental improvements and initiatives
- f) To encourage environmental best practice amongst contractors, employees and the community

Examples of how these objectives will be met:

- Operating within all appropriate legislation and regulatory requirements
- Considering environmental impacts and sustainability in procurement and operational decisions
- Developing and maintaining links with partner organisations e.g. Wokingham Borough Council
- Regularly reviewing energy and water consumption, waste generation and use of pesticides and seeking alternatives to limit environmental impact
- Using only licensed waste contractors for waste disposal
- Reusing and recycling materials on site wherever possible and practical to do so
- Minimising the potential for release of pollutants into the environment through review of the risk register / risk assessments and working practices
- Using drought resistant planting alternatives where appropriate
- Encouraging reuse of rain water at the allotment site
- Considering and prioritising biodiversity and ecosystem health in park projects operations
- **Detailed environmental objectives will be developed for specific areas of operation in line with the principles of this policy.**