

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 27 November 2012 at 7.30 pm

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

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

Apologies: *Councillor K. Haines*

39. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

40. **MINUTES OF THE MEETING HELD ON 11 SEPTEMBER 2012**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 11 September 2012 be approved and signed by the Chairman as a correct record.

41. **FINANCE**

a) **Budgetary Control**

RESOLVED:

- ◆ To note Report No. SR 39/12.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments:

	Current account	Imprest account
August 2012	£77,662.39	£55,891.37
September 2012	£120,976.85	£60,600.38
October 2012	£169,617.59	£53,192.57

c) **Short term investments**

Members noted the following investment of balances since the meeting of 11 September 2012:

Lloyds TSB High Interest Deposit account for a period of 6 months:
£300,000 on 11 September at an interest rate of 1.3%

42. **LLOYDS TSB – CHANGE IN SERVICES**

Members considered Report No. SR 40/12 and noted that legislation was soon to be amended so that online payments could be made by parish councils. The Town Clerk explained that before progressing to online payments proper procedures would need to be agreed. In the meantime the use of Lloyds Link Online to view bank statements and make inter account transfers only would solve the difficulties of the bank withdrawing services by fax at the end of December.

RESOLVED:

- ◆ To approve the installation of Lloyds Link Online with its use limited to viewing bank statements and making transfers to the clerk's imprest account until otherwise agreed by the committee.
- ◆ That the Town Clerk and Service Support Manager be joint service administrators to the online system and that the system be set up with the following authorisations:
 - Online transfers to be carried out by the Senior Committee Officer and Service Support Manager;
 - Bank statements able to be viewed by the Finance Officer, Town Clerk, Service Support Manager and Bookings Officer.

43. **INVESTMENTS WORKING PARTY**

Councillor Challis presented the report of the meeting of 8 November 2012. It was noted that growth over the past year had been 11.19% and targets for the following year were in line with the planned projection to 2025. The portfolio would be rebalanced in line with the Council's investment strategy when the 2013 contribution to the fund was made.

RESOLVED:

- ◆ To note Report No. SR 41/12.

44. **BAR MANAGEMENT WORKING PARTY**

On the proposal of the Chairman, in respect of additional confidential information to report to the meeting, it was

RESOLVED:

- ◆ That this item be discussed in confidential session at the end of the meeting,

45. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY**

Councillor Challis presented the report of the meeting held on 20 November 2012. The final revised standing orders would be presented once matters relating to the new code of conduct arrangements had been clarified and the agreed amendments were made. The working party planned to meet in January to finalise the standing orders and start the review of the financial regulations.

RESOLVED:

- ◆ To note Report No. SR 43/12.

46. **GRANTS**

Members considered the eleven grant applications received as set out in Report No. SR 44/12 in line with the community grants criteria and:

RESOLVED:

- ◆ To award grants to the following:

Thames Valley and Chiltern Ambulance Trust	Air	£250	Towards the cost of one vital mission.
Woodley Saints Football Club		£200	Towards the cost of increasing the levels of participation in sport by further involvement in the local community.

Cruse Bereavement Care	£250	Towards the cost of providing counselling to bereaved children and adults.
Bulmershe and Waingels Schools Clusters	£200	Towards the cost of providing sporting competitions for primary schools in Woodley.
Woodley Volunteer Centre	£250	Towards the costs of providing transport to hospitals, surgeries and social events for elderly residents of Woodley.
Berkshire County Blind Society	£250	Towards the cost of providing transport and offering a range of events and activities to enhance the lives of the visually impaired.
Woodley United Football Club	£200	Towards the cost of increasing the levels of participation in sport by further involvement in the local community.
Woodley Hammers Football Club	£200	Towards the cost of increasing the levels of participation in sport by further involvement in the local community.
Woodley Cricket Club	£250	Towards the cost of paying for an independent umpire.
Woodley Festival of Music & Arts	£250	Towards the cost of providing the Festival of Music and Arts in 2013.

- ◆ That no grant be awarded to the Reading and District Group of the Macular Disease Society.

47. **COUNCIL MEETINGS 2013/14**

RECOMMENDED:

- ◆ That the schedule of meetings for the 2013/14 municipal year, as attached at Appendix A, be approved.

48. **ALLOTMENT RENT REVIEW**

The Town Clerk presented Report No. SR 45/12. Following a discussion on the terms of discounts and the relationship between the allotment budget's costs and income it was

RESOLVED:

- ◆ To review the allotment rent arrangements in the summer of 2013.
- ◆ To approve the following increases in the Reading Road allotment rents in January 2014 in line with the September 2012 Retail Price Index figure and as proposed in the report:

10 poles	Woodley Resident	£37.20		Retired Woodley Resident	£18.60
	Non Woodley	£44.20		Retired Non Woodley	£22.10
5 poles	Woodley Resident	£18.60		Retired Woodley Resident	£9.30
	Non Woodley	£22.10		Retired Non Woodley	£11.05

49. **OAKWOOD CENTRE**

The Town Clerk presented Report No. SR 46/12 and drew attention to the proposals for a last minute booking promotion.

RESOLVED:

- ◆ To note Report No. 46/12.
- ◆ To approve the introduction of the 'Last Minute' scheme under the terms proposed in the report.

50. **SECTION 106 DEVELOPERS CONTRIBUTIONS**

The Service Support Manager presented Report No. SR 47/12. Members considered the proposals in the respect of Section 106 funds of £5,366 from a development in Headley Road and

RESOLVED:

- ◆ To note Report No. 47/12.
- ◆ To approve the application to Wokingham Borough Council for £4,500 section 106 funding toward replacement cricket nets and £866 towards the sports hall flooring works at Bulmershe Leisure Centre.

51. **RECOMMENDATION FROM THE LEISURE SERVICES COMMITTEE**

Councillor Challis explained the background and aim of this recommendation. A previous study had supported the provision of a 3rd Generation Artificial Grass Pitch in Woodley. With funds now becoming available there needed to be plans showing a potential project that would be feasible. The committee had recommended the first stage be carried out by Sports Solutions GB who had carried out the previous study but wished any second stage to be a competitive process.

RESOLVED:

- ◆ That the Council commission Sports Solutions GB to carry out Stage 1 of its proposal to provide consultancy services for a new Artificial Grass Pitch at Woodford Park Leisure Centre at the quoted cost of £2,400 excluding VAT to be allocated from the projects reserve.

52. **RECOMMENDATION FROM THE COMMUNITY SERVICES COMMITTEE**

Members noted the wishes of the Community Services Committee that funds of £100 be included in the 2013/14 budget to contribute towards the trophy costs for the Skate/Wheeled Sports competition in 2013 and advised that this be set out in the committee's budget proposals for 2013/14.

53. **REQUEST FROM WASTE SERVICES, WOKINGHAM BOROUGH COUNCIL**

Members considered the request to sell rolls of blue bags from the Council offices and be a distribution point through a voucher system for residents who haven't received their annual allocation of 80 blue bags. Members agreed that these and other services were ones that they wished to provide as part of a one stop shop in Woodley. However, there was a cost to the Council and another Council received funding from Wokingham Borough Council to provide these and other services. The Chairman also referred to a recent request from Wokingham Borough Council for the Town Council to hold and distribute warm and well emergency packs for elderly housebound residents.

RESOLVED:

- ◆ To write to the Chief Executive of Wokingham Borough Council stating the Council's wish to provide the services requested and others as part of a development of a one stop shop and seeking funding for this provision.

54. **DEPARTMENT OF COMMUNITIES AND LOCAL GOVERNMENT**

Members considered the consultation on making the Code of Recommended Practice for Local Authorities on Data Transparency enforceable by regulations. There was general agreement that the intention to make data held by councils more available and transparent was to be supported. Some concern was expressed at the onerous nature and potential resource cost of some of these requirements, particularly in relation to new tenders and contracts and land and property and the timescales for compliance.

RESOLVED:

- ◆ To respond to the consultation expressing the council's support on publishing valuable data and its concerns in respect of the costs and timescale for compliance particularly with regard to the required information on land and property and contracts.

55. **BOROUGH/PARISH WORKING GROUP – APPOINTMENT OF PARISH/TOWN MEMBERS**

Members noted the letter setting out the proposed appointment of parish/town members to the Borough/Parish Working Group and

RESOLVED:

- ◆ To make no comment.

56. **BERKSHIRE ASSOCIATION OF LOCAL COUNCILS**

Councillor Rowland provided a verbal report of the Annual General Meeting held on 10 November 2012. There had been a presentation made by James Kingston from the Department of Communities and Local Government on Localism and community rights and the opportunities for parishes. This included Neighbourhood Planning, the Right to Challenge and the Community Right to Bid. The meeting also heard about services being devolved to parishes in Windsor and Maidenhead where the principal council reduced the council tax paid in those parishes in respect of these devolved services. There followed a discussion on the Community Right to Bid which related to assets of community value having been identified and placed by a principal council on a register, held by the principal council. Wokingham Borough Council had yet to set up such a register. Some of the liabilities for the Borough Council on the arrangements relating to a community asset register were outline by Councillor Baker.

57. **WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS**

It was noted that Councillor Rowland had been unable to attend the meeting on 1 November.

RESOLVED:

- ◆ To note the minutes of the meeting of 12 July 2012.

58. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - Grant awards
 - Allotment Rent increase to tenants

59. **RESOLVED:**
- ◆ That in view of the confidential nature of the business about to be transacted in relation to commercial and legal matters and another party's financial and business affairs, it is advisable in the public interest that the public and press be temporarily excluded and asked to withdraw for the following three agenda items.

60. **BAR MANAGEMENT WORKING PARTY**
- Councillor Challis presented Report No. SR 42/12 and updated Members on the correspondence received from LT Pub Leasing in respect of the rent review. Members gave further direction to the Bar Management Working Party on this matter which the Town Clerk would provide to the Members concerned.

In order to deal with any further issues on this matter in between meetings of the committee

- RESOLVED:**
- ◆ That the committee will consider and decide upon matters that arise and relate to the rent review in between meetings by way of communication by email co-ordinated by the Town Clerk.

61. **OAKWOOD CENTRE FLOORING**
- The Service Support Manager presented Report No. SR 48/12. After a detailed discussion on the matters set out in the report it was

- RESOLVED:**
- ◆ To note the contents of the report.
 - ◆ To approve Option 1 as set out in the report.
 - ◆ To fund the shortfall in costs and further costs relating to the claim from funds being held in a reserve.

62. **CATERING WORKING PARTY**
- RESOLVED:**
- ◆ To receive the report of the meeting of the Catering Working Party held on 8 October 2012, Report No. SR 49/12.

Members considered Report No. SR 50/12 and the report of the Catering Working Party held on 31 October 2012 attached as an appendix.

After discussion it was

- RESOLVED:**
- ◆ To approve the risk/reward framework and level as recommended in the report.
 - ◆ To approve the contract between the Council and Just in the Park CIC for the provision of catering services at the Oakwood Centre.
 - ◆ That the Service Support Manager review the rent payment for October 2012 once full figures for the month are available and make appropriate adjustments within the risk reward framework.

The meeting closed at 10.10 pm
