

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 10 June 2014 at 8.00 pm

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

Councillor K. Baker arrived after the start of the meeting.

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

1. **APOLOGIES**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 29 APRIL 2014**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 29 April 2014 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

RESOLVED:

- ◆ To note Report No. SR 19/14.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments:

	Current account	Imprest account
April 2014	£82,618.40	£60,643.28

c) **Transfer Limit**

RESOLVED:

- ◆ To increase the transfer limit of funds from the Council's current bank account to the imprest account from £55,000 to £65,000 per transaction.

- d) Members noted that Section 150(5) of the Local Government Act 1972 had been repealed, allowing town and parish councils to make online payments. The Town Council confirmed that the arrangements for making online payments securely would be brought to the Committee for approval as part of the Financial Regulations Review.

5. **APPOINTMENT OF INTERNAL AUDITOR**

The Town Clerk presented Report No. 20/14. Although four quotes had been sought, only two had been received. Members noted the difference in charging rates and discussed the qualification levels of the personnel at both companies. Following discussion, in which both

quotes were reviewed, it was agreed that the cheaper company was the preferred quote as they proposed to spend more days visiting the Council offices; however, before the appointment was made information on any knowledge the Council's accountant had about the company would be sought.

RESOLVED:

- ◆ To appoint Lightatouch Internal Audit Services, subject to any information received from the Council's accountant.
- ◆ To review the performance of the internal auditor after 12 months.

6. **SECTION 106 PROJECT LIST**

The Service Support Manager presented Report No. SR 21/14.

Members were pleased to note that the installation of the new play equipment at Malone Park, which was funded by a Section 106 grant and funds from the Council's capital programme, had been completed.

The Service Support Manager reported that he had been informed by Wokingham Borough Council that there was currently no Section 106 funding available for the 3G pitch project at Woodford Park. Members were concerned that the Town Council had still not received clarification on the revised application process for the Section 106 grants. It was noted that the Town Clerk was arranging to invite a speaker on the new process.

RESOLVED:

- ◆ To note Report No. SR 21/14.

7. **WAR MEMORIAL / CIVIC SPACE**

- 7.1 The Service Support Manager presented Report No. SR 22/14 (Part A). He informed Members that planning approval had been received for the project subject to arboricultural method statements and planting schedules being submitted for approval. This information would be submitted the following day.

The Service Support Manager informed Members that the provisional date for the opening ceremony was 15 July; this date being governed by the availability of a high profile dignitary to attend and unveil the monument. He reported that the Woodley War Memorial Project group did not have a budget for the opening ceremony and requested that the Committee consider allocating funds for this. Following discussion regarding appropriate expenditure for the opening ceremony, and in order to allow arrangements to proceed, Members agreed to allocate up to £1,000 and requested that officers ensure that the level of expenditure was appropriate.

RESOLVED:

- ◆ To note Report No. SR 22/14 (Part A)
- ◆ To allocate up to £1,000 from the General Reserve to fund arrangements for the opening ceremony of the Civic Space and War Memorial.

7.2 **EXCLUSION OF THE PUBLIC AND PRESS:**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to commercial matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the confidential matters in Report No. SR 22/14 (Part B).

- 7.3 The Service Support Manager presented a confidential report, Report No. SR 22/14 (Part B), regarding the tenders received for the installation of the Civic Space project. Members considered the information provided and

RESOLVED:

- ◆ To approve the appointment of PP Construction Ltd to carry out the installation of the Civic Space project.

- 7.4 Members noted that following the awarding of a Heritage Lottery Grant, which the Council agreed to support, arrangements were being made to take part in the plans for a borough-wide Heritage Memorial Trail, which in Woodley would include the new memorial, the stained glass window at the Oakwood Centre and the memorial at St. John's Church.

8. **CAPITAL PROGRAMME**

The Service Support Manager presented Report No. SR 23/14.

RESOLVED:

- ◆ To note Report No. SR 23/14.

- ◆ To recommend approval of the 2014/15 Capital Programme as set out in the schedule at Appendix A.

9. **LOCAL GOVERNMENT PENSION SCHEME – EMPLOYER'S DISCRETIONARY AND RECOMMENDED STATEMENT OF POLICY**

The Town Clerk presented Report No. SR 24/14, and explained that the Council was required to decide on certain discretionary policies under the Local Government Pension Scheme Regulations 2013 and the Local Government Pension Scheme (Transitional Provisions and savings) Regulations 2014.

Members considered the report and discussed the merits of the policy options and

RESOLVED:

- ◆ That where discretionary policies adopted by the Council were in place from 2008, these would remain unchanged.
- ◆ That under no circumstances will the Council agree to 'switch on' the 85 year rule.
- ◆ That no regular lump sum payments will ever be included in the calculation of assumed pensionable pay.
- ◆ That the document will be reviewed every three years, and may also be reviewed in the event of any unforeseen circumstances occurring.

10. **LOCAL GOVERNMENT (DISCRETIONARY PAYMENTS) (INJURY ALLOWANCE) REGULATIONS 2012**

The Town Clerk presented Report No. SR 25/14, and explained that the Council must adopt a policy in line with the Local Government (Discretionary Payments) (Injury Allowances) Regulations.

Members considered the policy options contained in the report and

RESOLVED:

- ◆ To adopt policy option B.

11. **POWERS AND DUTIES OF THE STRATEGY AND RESOURCES COMMITTEE AND POWERS DELEGATED TO THE TOWN CLERK**

11.1 Members reviewed the draft Powers and Duties of the Strategy and Resources Committee document and made the following amendments:

i. Point 5: Amend the wording "... each budget head within a location ..." to read "... each budget heading ..."

ii. Point 6 should read: " To authorise expenditure on capital schemes approved by the Council."

RESOLVED:

◆ To recommend that the amended draft Powers and Duties of the Strategy and Resources Committee document be adopted.

11.2 Members reviewed the draft Powers Delegated to the Town Clerk document and made the following amendment:

i. Point 10 should read: "... Leader/Deputy Leader of the Council and appropriate committee Chairman." instead of ... Leader/Deputy of the Council or appropriate committee Chairman."

RESOLVED:

◆ To recommend that the amended draft Powers Delegated to the Town Clerk document be adopted.

12. **CATERING PARTNERSHIP MANAGEMENT PANEL**

Members noted that the meeting scheduled for 9 May 2014 had been cancelled, and that the next meeting would be held on 13 June 2014.

13. **PUBLIC TOILETS WORKING PARTY**

Members noted that a meeting of the Public Toilets Working Party would be arranged to report on progress.

In response to a question the Town Clerk reported that a consultant had been found to produce the tender documents, but that work on these could not start until the Section 106 funding had been confirmed as approved. She was awaiting a response from the relevant officer. When the funding was confirmed, a meeting of the Working Party would be arranged. Councillors Hayward and Challis expressed their frustration at the slow progress of this project. Members then discussed the possibility of forward funding the cost of the consultant in order to allow work to proceed.

RESOLVED:

◆ To approve the allocation of up to £3,000 to forward fund the cost of a consultant to proceed with the production of tender documents for the installation of a public toilet in the town centre.

14. **RESIDENTS SURVEY 2013/14**

Members noted the Residents Survey 2013/14 report and requested that the Town Clerk issue a press release covering the main points of the survey.

15. **LOCAL GOVERNMENT TRANSPARENCY CODE**

Members noted the advice note from the National Association of Local Councils.

16. **STAFFING RESOURCES**

The Town Clerk gave a verbal report on this item. She informed Members that if the early surrender of the lease on Bulmershe Leisure Centre was agreed, it would be necessary to

employ someone on a short-term contract to look at contractual and financial matters associated with this. There should be a period of review once the lease had ended to assess the effect of this change in the organisation. The Town Clerk was also considering looking at an apprentice post for the position of receptionist, allowing the current receptionist/administration assistant to take on new duties.

17. **RECOMMENDATION FROM COMMUNITY SERVICES COMMITTEE**

Members considered a recommendation from the Community Services Committee for additional funding of £311 to enable the Council to sponsor the free Inflatable World event on Carnival Day 2014.

RESOLVED:

- ◆ To increase the budget allocation for grant funding to the Carnival Committee by £311 to cover the sponsorship of Inflatable World.

18. **FUTURE AGENDA ITEMS**

No future agenda items were suggested.

19. **PUBLICITY AND WEBSITE**

It was agreed to publicise the results of the Residents Survey 2013/14.

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

RESOLVED:

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

21. **BULMERSHE LEISURE CENTRE**

The Town Clerk presented a confidential report, Report No. SR 26/14, giving an update on negotiations on the terms of an early surrender of the lease on Bulmershe Leisure Centre.

During the discussion on this item 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 as set out in the agenda.

After discussion of the matters set out in the report it was

RESOLVED:

- ◆ To approve an early surrender of the lease on Bulmershe Leisure Centre subject to satisfactory terms being reached and approved.
- ◆ That on the ending of the Bulmershe Leisure Centre lease the post of Leisure Services Manager be retained within the Council's establishment.

The meeting closed at 10:05pm

Draft Capital Programme 2014/15

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