



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

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman); A. Chadwick; S. Brindley; J. Cheng; R. Dolinski;
D. Mills; S. Rahmouni; D. Stares; M. Walker

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 15 September 2015, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 16 JUNE 2015**
To approve the minutes of the Strategy and Resources Committee held on 16 June 2015 and that they be signed by the Chairman as a correct record. ***(These minutes were provided in the Full Council agenda of 30 June 2015.)***
4. **FINANCE**
 - a) **Budgetary Control**
To receive **Report No. SR 29/15.**
 - b) **Payments**
To approve the following payments as set out in **Appendix 4b:**

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	Current account	Imprest account
May 2015	£72,855.58	£43,155.78
June 2015	£55,735.51	£44,025.55
July 2015	£72,262.10	£42,088.41
August 2015	£53,603.48	£45,098.03

- c) **Short term investment**
 To note the short-term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 12 August 2015 for a period of 3 months at an interest rate of 0.57%.
5. **CATERING PARTNERSHIP MANAGEMENT PANEL**
 a) To receive **Report No. SR 30/15** of the Catering Partnership Management Panel meeting held on 28 August 2015. Page 15
 b) To note that Councillors Chadwick and Horskins have resigned from the Catering Partnership Management Panel and to consider appointing Councillors Brindley and MacNaught to the Panel.
6. **WOODFORD PARK LEISURE CENTRE REGENERATION TASK AND FINISH GROUP**
 a) To receive **Report No. SR 31/15** of the Woodford Park Leisure Centre Regeneration Task and Finish Group meeting held on 4 August 2015. Page 21
 b) To consider the proposed Terms of Reference of the Woodford Park Leisure Centre Regeneration Task and Finish Group, attached at **Appendix 6b**. Page 23
 c) To appoint Councillor Soane to the Woodford Park Leisure Centre Regeneration Task and Finish Group.
7. **SECTION 106 PROJECT LIST**
 To consider **Report No. SR 32/15**. Page 24
8. **3G PITCH PROJECT UPDATE**
 Officers had an initial meeting with the Football Foundation case officer in July where the tender process was explained. The tender process is now complete and a contractor has been appointed. Officers are due to meet with the contractor on 16 September to discuss the outstanding planning conditions to be met and various project sequencing matters identified by officers.
9. **RESIDENTS' SURVEY**
 To note that the residents' survey will be carried out this month. Questions will include usage and views on the Council's services and the provision of a public toilet in the town centre. An online survey seeking views on the provision of a public toilet in the town centre will also be running from September to November and this will be publicised in the October issue of the Herald.
10. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
 To note that discussions at a parish/town clerks' and Wokingham Borough Council officers' forum meeting included arrangements in respect of CIL payments. A series of questions (attached at **Appendix 10**) have been sent to all parish/town councils to seek their views. A meeting of clerks and members from parish/town councils with Wokingham Borough Council has been arranged for 28 October 2015, 4pm – 6pm. It is intended that the Leader of the Council and the Town Clerk will attend this meeting. Page 26

11. **BOROUGH PARISH WORKING GROUP**
To consider suggestions for topics to be included as agenda items for future meetings of the Borough Parish Working Group.
12. **SLCC LARGER COUNCILS' CONFERENCE**
To receive a verbal report from the Town Clerk on the SLCC Larger Council's Conference held on 18 & 19 June 2015.
13. **NALC**
a) To note that in May NALC set up the new Super Councils Network (SCN) as part of a wider package of work they are undertaking to better support and engage with larger parish and town councils. The Local Government Association (LGA) Leadership Board have agreed that members of the SCN will have associate membership of the LGA included as part of their NALC membership. Associate membership of the LGA will give the Council:
- Access to the member-only area of the LGA website.
 - The opportunity to sign up to receive the LGA's policy papers and on-the-day briefings.
 - Access to relevant contacts (subject to data protection).
 - The opportunity to attend specified free LGA events and paid events at membership rates.
- Associate membership of the LGA is for a trial period and runs until April 2016, and is at no extra cost to members of the SCN, as it is being funded by NALC through the extra investment they are making in their work for larger councils. The Town Clerk has signed up for associate membership of the LGA for the trial period.
- b) To note that the NALC Larger Councils Conference will be held in London on 2 December 2015 and to consider whether to send any representatives at a cost of £195 per person. The programme for the conference is attached at ***Appendix 13b***.
14. **WDALC**
To note the minutes of the WDALC meeting held on 18 June 2015, attached at ***Appendix 14***.
15. **2016/17 BUDGET**
To invite the committee to consider any items it wishes to see included or excluded from the 2016/17 budget. Proposals will be investigated and reported back on.
16. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
17. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

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STRATEGY AND RESOURCES COMMITTEE BUDGETARY CONTROL 2015/16

Report No SR 29/15

EXPENDITURE	Budget 2015/16	Actual Exp as at 31/08/2014	Actual Exp as at 31/08/2015	Actual Exp as % of Budget	Information
Central Costs	233194	78356	84967	36.4	Phone, postage, equipment higher than 42%, all other costs under.
Democratic Costs	44931	15448	15914	35.4	No expenditure from the election fund budget. Other expenditure under 42%.
Corporate Management	242780	133959	125384	51.6	Insurance premiums, HR/H & S advice service and affiliations payable at the beginning of the year, NI contributions and pension costs higher than 42%.
Capital Programme	45000	0	0	0.0	Annual contribution to be transferred to capital programme fund.
Grants	4000	1050	1060	26.5	Grants awarded in April and November.
Inn on the Park	12426	4761	4576	36.8	Rates, contract cleaning and phone costs over 42%. All other costs under.
Oakwood Centre	149079	53235	60554	40.6	Staff, rates, cleaning materials, advertising, repairs and equipment costs over 42%. All other costs under.
Maintenance HQ	6913	3122	1610	23.3	Rates and phone costs over 42%. Other costs under at this point.
Capital and Projects	184940	80000	80000	43.3	Loans paid in September and March - sinking fund contribution invested.
TOTAL	923263	369931	374065	40.5	

INCOME	Budget 2015/16	Actual Inc as at 31/08/2014	Actual Inc as at 31/08/2015	Actual Inc as % of Budget	Information
Central Costs	5140	2366	1662	32.3	Investment of balances income due at end of fixed period.
Democratic Costs	0	0	0	0.0	
Corporate Management	9112	0	0	0.0	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Inn on the Park	40840	20400	20420	50.0	Management fee invoiced in advance.
Oakwood Centre	148118	64235	57041	38.5	Room hire at 42%. Annual rent from Woodley Theatre and Thames Valley Police invoiced but not yet paid.
Maintenance HQ	0	0	0	0.0	
Capital and Projects	0	0	0	0.0	
TOTAL	203210	87001	79123	38.9	
NET	720053	282930	294942		

Month 5 - 42%

Woodley Town Council 2015/2016

Current Account

List of Payments made between 01/05/2015 and 31/05/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u> <u>Paid</u>	
22-May-15	ADT Fire & Security Plc	476.74	Call out/reset alarm
31-May-15	ARC	5000.00	Annual grant
01-May-15	BE Fuelcards	31.31	Unleaded petrol
08-May-15	BE Fuelcards	53.44	Diesel + admin
22-May-15	BE Fuelcards Ltd	31.31	Diesel + admin
29-May-15	BE Fuelcards Ltd	52.19	Diesel + admin
15-May-15	Bowak Ltd	251.76	Cleaning supplies
22-May-15	Bowak Ltd	144.65	Cleaning supplies
15-May-15	Brake Bros Foodservice Ltd	190.56	Vending supplies
31-May-15	British Gas	2686.42	Electricity supply
26-May-15	BT Direct	68.40	Phone
26-May-15	BT Direct	71.96	Phone
26-May-15	BT Direct	72.36	Phone
26-May-15	BT Direct	126.00	Phone
26-May-15	BT Direct	491.96	Phone
26-May-15	BT Direct	674.12	Phone
13-May-15	BT Retail	8.40	Phone
31-May-15	Bullseye Awards & Garments Ltd	300.00	Engraving
22-May-15	Churchill Contract Services Lt	2465.92	Contract cleaning
31-May-15	Citizens Advice Bureau	3500.00	Grant
18-May-15	Crown Gas & Power	100.08	Gas supply
18-May-15	Crown Gas & Power	807.97	Gas supply
18-May-15	Crown Gas & Power	981.39	Gas supply
31-May-15	Crown Water & Coffee	55.44	Bottled water
18-May-15	Crwn Gas & Power	120.98	Gas supply
31-May-15	EDF Energy 1 Ltd	8.96	Electric for clock tower
31-May-15	Energy Electrical Distributors	633.07	Electrical supplies
15-May-15	Eventu	29.00	Equipment hire - Civic awards
22-May-15	Frasers Office Supplies Ltd	215.76	Stationery supplies
22-May-15	HM Revenue & Customs Only	10889.03	PAYE & NI
22-May-15	Iglow Creative and Print Ltd	75.00	Garden Competition leaflets
22-May-15	Image Box Design Ltd	547.00	WPLC summer leaflet
15-May-15	InTouch	35.99	Monthly website charge
15-May-15	J P Lennard Ltd	554.88	Shuttlecocks - WPLC
15-May-15	John Willis	120.00	Window cleaner
31-May-15	Keep Mobile	500.00	Annual grant - 1st half
22-May-15	KLM Digital Office Solutions L	27.39	Service & maint photocopier
31-May-15	Lantec Security Ltd	402.00	Install new smoke alarms WPLC
15-May-15	Laundry Depot	105.15	Wash/press table cloths OC
31-May-15	Lend and Play Toy Library	500.00	Annual grant - 1st half
15-May-15	Lloyds Cardnet	371.31	Service charge - Cardnet
05-May-15	Mailcom Ltd	71.94	Software update
15-May-15	Merchants Rentals	35.23	Monthly cardnet machine rent
31-May-15	MKR Electrical Services Ltd	1039.67	Electrical work
15-May-15	Network Security & Alarms Ltd	192.00	Install alarm - reception OC
22-May-15	OCS Group UK Ltd	259.20	Refuse collection
31-May-15	PDG Group Services	177.13	Cleaning supplies
22-May-15	Phonographic Performance Limit	294.06	Annual charge - music licence WPLC

15-May-15	PHS Group Plc	636.89	Annual water dispenser charge
22-May-15	Pitney Bowes	250.00	Franking machine - Postage top up
31-May-15	Playsafety Ltd	507.60	Playground inspections - annual charge
22-May-15	Prudential Assurance	30.00	AVC payment deducted from pay
31-May-15	READIBUS	8500.00	Annual grant - 1st half
15-May-15	Rialtas Business Solutions Ltd	133.20	Annual Planning software charge
15-May-15	SGW Payroll Ltd	368.78	Payroll services
22-May-15	SGW Payroll Ltd	171.02	Payroll services
22-May-15	SITA UK Ltd	1094.42	Refuse collection
22-May-15	Springfield Supplies & Project	7444.80	New tables - OC
22-May-15	T H White Ltd	102.09	Gardening supplies
31-May-15	Thames Valley Temperature Cont	1141.20	Replace valve + actuator in plant room OC
05-May-15	Thames Water	45.13	Water rates
05-May-15	Thames Water	69.10	Water rates
05-May-15	Thames Water	507.06	Water rates
13-May-15	Thames Water	348.69	Water rates
22-May-15	The Berkshire Pension Fund	10984.25	Pension - employers and employees
22-May-15	The Blue Moose Graphic Company	48.00	Banners - Allotments
22-May-15	Trade UK	84.81	Building supplies
31-May-15	Travis Perkins Trading Company	187.28	Building supplies
31-May-15	Trinity Mirror Publishing Ltd	216.00	WTCMI advertising
22-May-15	Unison	41.90	Union fees deducted from pay
31-May-15	Virgin Media Payments Ltd	17.24	Phone
15-May-15	Vodafone Ltd	208.41	Phone
01-May-15	Wokingham BC	41.00	Rates
01-May-15	Wokingham BC	158.00	Rates
01-May-15	Wokingham BC	350.00	Rates
01-May-15	Wokingham BC	887.00	Rates
01-May-15	Wokingham BC	1849.00	Rates
31-May-15	Yarnold Heating and Plumbing L	585.58	install new radiator WPLC
		72855.58	

CLERKS IMPREST A/C

List of Payments made between 01/05/2015 and 31/05/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
08-May-15	(Personal Information)	100.00	Grant
11-May-15	(Personal Information)	15.00	Refund deposit
15-May-15	(Personal Information)	50.00	Refund deposit
06-May-15	(Personal Information)	150.00	Refund deposit
08-May-15	(Personal Information)	50.00	Refund deposit
11-May-15	Brightons News	19.40	Newspapers
15-May-15	Lloyds Bank	29.56	Charges 10 Mar to 9 Apr 2015
27-May-15	Lloyds Bank	41704.68	May 2015 net payroll
08-May-15	Me 2 Club	210.00	Grant
15-May-15	Pool and spa centre	77.14	Pool skimmer basket/parts
08-May-15	Woodley Concert Band	250.00	Grant
08-May-15	Woodley Photograhic Club	250.00	Grant
08-May-15	Woodley United FC	250.00	Grant
		43155.78	

Woodley Town Council 2015/2016

Current Account

List of Payments made between 01/06/2015 and 30/06/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
19-Jun-15	Allen's Design & Print Ltd	844.80	WTCMI - Car boot banners
30-Jun-15	Arkell & Hurcombe (Bronzeworks)	90.00	Bronze cast plaque
25-Jun-15	Awards of Distinction	296.40	Ciitzens awards trophies
25-Jun-15	Badgemaster Limited	56.94	New councillors' name badges
12-Jun-15	BE Fuelcards	1.25	Admin charge
19-Jun-15	BE Fuelcards	35.48	Diesel + admin
26-Jun-15	BE Fuelcards	52.18	Diesel + admin
19-Jun-15	Berkshire County Training CIC	336.00	Councillor training
30-Jun-15	Berkshire County Training CIC	48.00	Councillor training
19-Jun-15	Bowak Ltd	349.30	Cleaning supplies
19-Jun-15	Brake Bros Foodservice Ltd	231.28	Vending supplies
25-Jun-15	Brake Bros Foodservice Ltd	316.33	Vending supplies
30-Jun-15	British Gas	2695.42	Electricity supply
09-Jun-15	BT Direct	145.80	Phone
11-Jun-15	BT Retail	8.40	Phone
30-Jun-15	Capital	121.14	Cleaning supplies
19-Jun-15	Chemically-Solved Ltd	268.71	WP paddling pool tablets
19-Jun-15	Churchill Contract Services Lt	7397.76	Contract cleaning
25-Jun-15	Community Information Services	420.00	Advert in Bracknell Register
12-Jun-15	Complete Weed Control	1108.80	Weed control and feed Woodford Park
16-Jun-15	Crown Gas & Power	724.95	Gas supply
16-Jun-15	Crown Gas & Power	979.85	Gas supply
16-Jun-15	Crown Gas & Power	109.65	Gas supply
16-Jun-15	Crown Gas & Power	114.57	Gas supply
19-Jun-15	Crown Water & Coffee	31.68	Bottled water
19-Jun-15	Dejac Associates Ltd	108.00	Keyboard and monitor OC
12-Jun-15	Energy Electrical Distributors	8.90	Electrical supplies
19-Jun-15	Energy Electrical Distributors	46.80	Electrical supplies
30-Jun-15	Energy Electrical Distributors	64.99	Electrical supplies
19-Jun-15	EURODEC	112.85	Decorating supplies
30-Jun-15	EURODEC	123.76	Decorating supplies
19-Jun-15	Frasers Office Supplies Ltd	268.43	Stationery supplies
25-Jun-15	Frasers Office Supplies Ltd	114.79	Stationery supplies
19-Jun-15	G Wheadon	60.00	Repair grass cutter - Depot
19-Jun-15	HM Revenue & Customs Only	11169.47	PAYE & NI
19-Jun-15	Howardson Ltd	440.40	Hollow tines for Turfman spikr
19-Jun-15	InTouch	35.99	Monthly website charge
25-Jun-15	John Stacey & Sons Ltd	684.00	Refuse collection
19-Jun-15	John Willis	120.00	Window cleaner
19-Jun-15	Just In The Park CIC	1085.50	Charged on behalf of Just in the Park café
19-Jun-15	KLM Digital Office Solutions L	26.77	Service & maint photocopier
25-Jun-15	Lightatouch	172.92	Internal Audit
12-Jun-15	Lister Wilder Ltd	178.70	Gardening supplies
12-Jun-15	Lloyds Bank	182.27	Monthly cardnet service charge
19-Jun-15	Lyreco UK Ltd	91.60	Stationery supplies
15-Jun-15	Mainstream Digital	0.28	Phone
01-Jun-15	Maintel Europe Ltd	310.69	Annual Phone maintenance WPLC
19-Jun-15	Margaret Macknelly Design	48.00	Update + design of staff chart

15-Jun-15	Merchant entals	35.23	Monthly cardnet machine charge
19-Jun-15	OCS Group UK Ltd	291.60	Refuse collection
19-Jun-15	P & H Snacksdirect Ltd	190.79	Vending supplies
30-Jun-15	Performing Rights Society Ltd	634.31	Annual charge - music licence
19-Jun-15	Prudential Assurance	30.00	AVC payment deducted from pay
25-Jun-15	Riso (UK) Ltd	237.90	Qtrly charge - printing/photocopying OC
30-Jun-15	SETON	89.64	Health & Safety supplies
12-Jun-15	SGW Payroll Ltd	9.72	Payroll services
19-Jun-15	SGW Payroll Ltd	160.82	Payroll services
12-Jun-15	Siemens Financial Services Ltd	720.00	Qtrly charge - printing/photocopying WPLC
19-Jun-15	SITA UK Ltd	327.78	Refuse collection
12-Jun-15	SLCC Enterprises Ltd	384.00	Staff training
19-Jun-15	SMS Environmental Ltd	31.80	Paddling pool sample test
30-Jun-15	SMS Environmental Ltd	951.76	Water sample tests
19-Jun-15	St John Ambulance	252.00	Health & Safety training
30-Jun-15	Thames Valley Temperature Cont	94.80	Call out for fridge OC
19-Jun-15	The Berkshire Pension Fund	10922.89	Pension - employers and employees
12-Jun-15	The Garden Centre Group Tradin	24.47	Gardening supplies
25-Jun-15	The Letterworks Ltd	621.00	Printing - WTC newsletter
19-Jun-15	Trade UK	77.03	Building supplies
19-Jun-15	Trade UK	245.66	Building supplies
30-Jun-15	Trade UK	106.64	Building supplies
19-Jun-15	Traditional Local Cleaning Ltd	2936.80	Contract cleaning
19-Jun-15	Trinity Mirror Publishing Ltd	156.00	WTCMI advertising
19-Jun-15	Unison	41.90	Union fees deducted from pay
30-Jun-15	Virgin Media Payments Ltd	19.62	Phone
19-Jun-15	Vodafone Ltd	240.76	Phone
01-Jun-15	Wokingham BC	41.00	Rates
01-Jun-15	Wokingham BC	158.00	Rates
01-Jun-15	Wokingham BC	350.00	Rates
01-Jun-15	Wokingham BC	887.00	Rates
01-Jun-15	Wokingham BC	1849.00	Rates
12-Jun-15	Wokingham Tool Co. Ltd	7.69	Trend guide brush
30-Jun-15	Zapakam Ltd	368.10	Staff uniform - WPLC
		55735.51	

CLERKS IMPREST A/C

List of Payments made between 01/06/2015 and 30/06/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
29-Jun-15	(Personal Information)	50.00	Refund deposit
01-Jun-15	(Personal Information)	50.00	Refund deposit
02-Jun-15	(Personal Information)	41.68	Refund costs re cricket tournament
12-Jun-15	(Personal Information)	50.00	Refund deposit
05-Jun-15	(Personal Information)	50.00	Refund deposit
08-Jun-15	(Personal Information)	50.00	Refund deposit
29-Jun-15	(Personal Information)	87.52	Refund deposit
17-Jun-15	(Personal Information)	250.00	Insurance excess repaid
05-Jun-15	(Personal Information)	135.00	Refund deposit
02-Jun-15	(Personal Information)	150.00	Refund deposit
23-Jun-15	(Personal Information)	15.00	Refund deposit
08-Jun-15	(Personal Information)	50.00	Refund deposit

01-Jun-15	(Personal Information)	50.00	Refund deposit
09-Jun-15	(Personal Information)	50.00	Refund deposit
01-Jun-15	(Personal Information)	200.00	Refund deposit
05-Jun-15	(Personal Information)	7.56	Cancelled WPLC course
29-Jun-15	Amazon Svcs Europe	6.67	Telephone cord cable
25-Jun-15	Carbonite Back	38.29	WTCMI - backup software
04-Jun-15	Cruse Bereavement Care	100.00	Refund deposit
17-Jun-15	John Lewis.com	19.95	Wireless keyboard/mouse
12-Jun-15	Lloyds Bank	26.06	Charges 10 Apr to 9 May 2015
24-Jun-15	Lloyds Bank	41496.65	Net June 2015 payroll
25-Jun-15	Lloyds Bank	1.05	Non-Stg trans fee-Carbonite
12-Jun-15	Luminati Waycon	301.80	Staff boards with name pockets
03-Jun-15	PETTY CASH A/C	107.87	Topup petty cash
01-Jun-15	Post Office Shop	20.88	Badge holder with lanyards
03-Jun-15	Post office shop	19.22	Badge holder with lanyards
08-Jun-15	Post Office Shop	24.85	Casebound/wire notebooks
17-Jun-15	Post office Shop	18.24	Silvine A4 wire bound notebook
18-Jun-15	Post Office Shop	-17.89	Credit -Delegate badge holders
02-Jun-15	SLCC Berkshire Branch	20.00	Staff training
03-Jun-15	St John Amberlance	378.00	Health & Safety training
03-Jun-15	Tiling supplies direct	24.89	A-Trim PVC skirting trim
01-Jun-15	Woodley Carnival Stalls	64.00	Hire of stalls at Woodley Carnival
25-Jun-15	WP-Allplas.co.uk	88.26	Screen - Bowls club

44025.55

Woodley Town Council 2015/2016

Current Account

List of Payments made between 01/07/2015 and 31/07/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
17-Jul-15	Accu Ltd	26.10	Bolts/screws - Play equipment
17-Jul-15	Airquee Ltd	352.80	Service - Bouncy castles
24-Jul-15	Alan J. Harland	625.00	Professional services - end of year accounts
10-Jul-15	Arkell & Hurcombe (Bronzeworks	90.00	Bronze cast plaque
17-Jul-15	Bates Wells & Braithwaite Lond	600.00	Professional services - 3G pitch project
10-Jul-15	BE Fuelcards	2.48	Admin charge
31-Jul-15	BE Fuelcards Ltd	90.29	Petrol/Diesel
10-Jul-15	Berkshire Tree Care	504.00	Tree work in Woodford Park
17-Jul-15	Bowak Ltd	369.35	Cleaning supplies
24-Jul-15	Bowak Ltd	491.92	Cleaning supplies
17-Jul-15	Brake Bros Foodservice Ltd	418.24	Vending supplies
24-Jul-15	Brake Bros Foodservice Ltd	928.45	Vending supplies
24-Jul-15	British Gas	2769.20	Electricity supply
14-Jul-15	BT Retail	8.40	Phone
10-Jul-15	Bubblertubs Ltd	139.93	PH reducer/pool tester
17-Jul-15	Churchill Contract Services Lt	1679.10	Contract cleaning
01-Jul-15	Corporate Finance	166.37	Qtrly rental charge photocopier
17-Jul-15	Crown Gas & Power	79.03	Gas supply
17-Jul-15	Crown Gas & Power	82.71	Gas supply
17-Jul-15	Crown Gas & Power	528.16	Gas supply
17-Jul-15	Crown Gas & Power	784.20	Gas supply
17-Jul-15	Crown Water & Coffee	136.92	Bottled water
24-Jul-15	Crown Water & Coffee	47.52	Bottled water
17-Jul-15	EDF Energy 1 Ltd	22.34	Electric for clock tower
17-Jul-15	Energy Electrical Distributors	57.31	Electrical supplies
10-Jul-15	EURODEC	11.41	Decorating supplies
17-Jul-15	EURODEC	11.35	Decorating supplies
24-Jul-15	EURODEC	342.99	Decorating supplies
24-Jul-15	Fencing Products Ltd	74.35	Posts/postfix
17-Jul-15	Frasers Office Supplies Ltd	68.38	Stationery supplies
24-Jul-15	Frasers Office Supplies Ltd	99.43	Stationery supplies
17-Jul-15	G Wheadon	130.00	Repair gates/drain/install drop bolts
24-Jul-15	Gilbert Thompson	575.00	Delivery of Herald
24-Jul-15	HM Revenue & Customs Only	11392.27	PAYE & NI
10-Jul-15	HSBC Invoice Finance (UK) Ltd	9000.00	Artificial cricket pitch installation
17-Jul-15	iHasco Ltd	354.00	Data protection training module licence
17-Jul-15	InTouch	35.99	Monthly website charge
17-Jul-15	John Willis	120.00	Window cleaner
10-Jul-15	Just Around The Corner	5715.50	Grant
10-Jul-15	Just In The Park CIC	1818.50	Charged on behalf of Just in the Park café
10-Jul-15	Just Tiles Ltd	222.83	Building supplies
24-Jul-15	Key Industrial Equipment Ltd	46.80	Cobra walkie talkies
17-Jul-15	KLM Digital Office Solutions L	102.38	Service & maint photocopier
14-Jul-15	Lloyds Bank	245.92	Monthly cardnet service charge
17-Jul-15	Lyreco UK Ltd	135.47	Stationery supplies
14-Jul-15	Mainstream Digital	55.28	Phone
15-Jul-15	Merchant Rentals	35.23	Monthly cardnet rental charge
10-Jul-15	MKR Electrical Services Ltd	1520.04	Electrical supplies
24-Jul-15	MKR Electrical Services Ltd	751.96	Electrical supplies
24-Jul-15	OCS Group UK Ltd	291.60	Refuse collection
10-Jul-15	P & H Snacksdirect Ltd	250.74	Vending supplies
24-Jul-15	P & H Snacksdirect Ltd	70.24	Vending supplies

24-Jul-15	Prudential Assurance	30.00	AVC payment deducted from pay
24-Jul-15	R & J Services	810.00	Repair gates/drain/install drop bolts
10-Jul-15	Reading Borough Council	3250.00	Half yearly allotmentsite licence charge
14-Jul-15	RMRS Pitney Bowes	250.00	Postage topup
17-Jul-15	SGW Payroll Ltd	168.98	Payroll services
17-Jul-15	SITA UK Ltd	1082.42	Refuse collection
10-Jul-15	SMS Environmental Ltd	31.80	Paddling pool sample test
17-Jul-15	Southern Electric	522.62	Electricity supply
17-Jul-15	Southern Electric Contracting	866.80	Electricity supply
13-Jul-15	Thames Water	1756.45	Water rates
24-Jul-15	The Berkshire Pension Fund	11175.26	Pension - employers and employees
10-Jul-15	Trade UK	365.30	Building supplies
10-Jul-15	Trade UK	67.73	Building supplies
17-Jul-15	Trade UK	925.59	Building supplies
17-Jul-15	Trade UK	439.72	Building supplies
10-Jul-15	Traditional Local Cleaning Ltd	1807.00	Contract cleaning
24-Jul-15	Travis Perkins Trading Company	29.04	Building supplies
17-Jul-15	Trinity Mirror Publishing Ltd	54.00	WTCMI advertising
24-Jul-15	Unison	41.90	Union fees deducted from pay
24-Jul-15	Virgin Media Payments Ltd	19.87	Phone
24-Jul-15	Vita Play Ltd	590.40	Phone
17-Jul-15	Vodafone Ltd	214.74	Phone
01-Jul-15	Wokingham BC	41.00	Rates
01-Jul-15	Wokingham BC	158.00	Rates
01-Jul-15	Wokingham BC	350.00	Rates
01-Jul-15	Wokingham BC	887.00	Rates
01-Jul-15	Wokingham BC	1849.00	Rates

72262.10

CLERKS IMPREST A/C

List of Payments made between 01/07/2015 and 31/07/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
06-Jul-15	(Personal Information)	39.75	Refund deposit
17-Jul-15	(Personal Information)	50.00	Refund deposit
15-Jul-15	(Personal Information)	200.00	Refund deposit
23-Jul-15	(Personal Information)	100.00	Refund deposit
01-Jul-15	(Personal Information)	150.00	Refund deposit
08-Jul-15	(Personal Information)	15.00	Refund deposit
20-Jul-15	(Personal Information)	50.00	Refund deposit
13-Jul-15	(Personal Information)	50.00	Refund deposit
03-Jul-15	(Personal Information)	50.00	Refund deposit
29-Jul-15	(Personal Information)	50.00	Refund deposit
16-Jul-15	(Personal Information)	100.00	Refund deposit
08-Jul-15	Amazon UK Market	66.28	Lockable suggestion box
06-Jul-15	Behind You Productions BYP	100.00	Refund deposit
09-Jul-15	DVLA.GOV.UK	225.00	Car tax - KD51 WTW
13-Jul-15	Hewlett-Packard Ltd	69.00	HP Lasejet P1102W printer
13-Jul-15	Lloyds Bank	25.34	Charges 10 May to 9 June 15
22-Jul-15	Lloyds Bank	40588.04	Net July 2015 payroll
13-Jul-15	NHS Windsor,Ascot&Maidenhead	160.00	Customer paid twice in error
15-Jul-15	Norton Anti-virus	39.99	WTCMI-Norton taken in error
20-Jul-15	Norton Anti-virus	-39.99	WTCMI-Refunded charge taken by Norton

42088.41

Woodley Town Council 2015/2016

Current Account

List of Payments made between 01/08/2015 and 31/08/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
28-Aug-15	Allen's Design & Print Ltd	994.56	WTCMI - Car boot/Town centre banners
28-Aug-15	Arkell & Hurcombe (Bronzeworks)	90.00	Bronze cast plaque
28-Aug-15	Badgemaster Limited	19.92	Staff name badges
07-Aug-15	BE Fuelcards Ltd	1.25	Admin charge
14-Aug-15	BE Fuelcards Ltd	52.19	Diesel-OE55NNW
28-Aug-15	Bowak Ltd	175.22	Cleaning supplies
28-Aug-15	Brake Bros Foodservice Ltd	262.32	Vending supplies
28-Aug-15	British Gas	2692.59	Electricity supply
25-Aug-15	BT Direct	126.00	Phone
25-Aug-15	BT Direct	561.49	Phone
25-Aug-15	BT Direct	713.49	Phone
26-Aug-15	BT Direct	76.76	Phone
26-Aug-15	BT Direct	77.20	Phone
26-Aug-15	BT Direct	77.94	Phone
12-Aug-15	BT Retail	8.40	Phone
28-Aug-15	Churchill Contract Services Lt	2235.91	Contract cleaning
24-Aug-15	Crown Gas & Power	64.48	Gas supply
24-Aug-15	Crown Gas & Power	67.68	Gas supply
24-Aug-15	Crown Gas & Power	647.74	Gas supply
28-Aug-15	Crown Water & Coffee	71.28	Bottled water
28-Aug-15	EDF Energy 1 Ltd	11.17	Electric for clock tower
14-Aug-15	Energy Electrical Distributors	83.52	Electrical supplies
28-Aug-15	Frasers Office Supplies Ltd	124.81	Stationery supplies
14-Aug-15	Fuel Fitness Ltd	90.00	Coach
31-Aug-15	Gary Starr Productions Ltd	202.80	OC Theatre production deposit
14-Aug-15	HC Slingsby Plc	61.20	Digital sound level meter
28-Aug-15	HM Revenue & Customs Only	10572.21	PAYE & NI
28-Aug-15	ICO	35.00	Information commission - registration
28-Aug-15	In Touch	35.99	Monthly website charge
28-Aug-15	John Willis	120.00	Window cleaner
28-Aug-15	Just In The Park CIC	1735.45	Charged on behalf of Just in the Park café
14-Aug-15	Keyline Builders Merchants Ltd	290.04	Building supplies
28-Aug-15	KLM Digital Office Solutions Ltd	26.79	Service & maint photocopier
28-Aug-15	Laundry Depot	27.90	Tablecloths washing/pressing
14-Aug-15	Lloyds Bank	403.44	Cardnet service charge
14-Aug-15	Mainstream Digital	0.56	Phone
28-Aug-15	Margaret Macknelly Design	96.00	OC A3 poster design
17-Aug-15	Merchant Rentals	35.23	Monthly cardnet rental charge
28-Aug-15	Network Engineering Technology	86.39	Fobs/cards for OC office door
28-Aug-15	OCS Group UK Ltd	291.60	Refuse collection
28-Aug-15	P & H Snacksdirect Ltd	96.47	Vending supplies
14-Aug-15	Phonographic Performance Limit	472.52	Public Performance Licence
28-Aug-15	Projectorpoint	316.80	Sapphire Slow retraction screen
28-Aug-15	Prudential Assurance	30.00	AVC payment deducted from pay
28-Aug-15	Qwerty Ltd	614.40	Half page advertising OC
13-Aug-15	Reading Sharks	-150.00	Chq cancelled-not banked
28-Aug-15	Rigby Taylor Ltd	466.34	Surrey Loam/goal pegs
28-Aug-15	SGW Payroll Ltd	160.82	Payroll services
28-Aug-15	SITA UK Ltd	732.81	Refuse collection
14-Aug-15	SMS Environmental Ltd	389.40	WP water sample testing

14-Aug-15	Thames Valley Temperature Cont	237.00	Repairs to OC fridge
14-Aug-15	Thames Valley Water Services L	414.00	Disinfection/clean cold water storage tank
03-Aug-15	Thames Water	64.10	Water rates
03-Aug-15	Thames Water	487.27	Water rates
03-Aug-15	Thames Water	789.27	Water rates
10-Aug-15	Thames Water	1333.07	Water rates
28-Aug-15	The Berkshire Pension Fund	11030.92	Pension - employers and employees
14-Aug-15	The Garden Centre Group Tradin	139.84	Garden supplies
28-Aug-15	Token Security Solutions Ltd	19.85	Call out/reset fire alarm
28-Aug-15	Traditional Local Cleaning Ltd	1530.71	Contract cleaning
28-Aug-15	Trinity Mirror Publishing Ltd	120.00	WTCMI advertising
28-Aug-15	Unison	41.90	Union fees deducted from pay
28-Aug-15	Universal Services	60.48	Services & maintenance trampoline
28-Aug-15	Vodafone Ltd	215.99	Phone
28-Aug-15	Warren White Carpet & Flooring	1370.00	WPLC changing rooms flooring
14-Aug-15	Windowflowers Ltd	5556.00	WTCMI flower baskets/planters
03-Aug-15	Wokingham BC	41.00	Rates
03-Aug-15	Wokingham BC	158.00	Rates
03-Aug-15	Wokingham BC	350.00	Rates
03-Aug-15	Wokingham BC	887.00	Rates
03-Aug-15	Wokingham BC	1849.00	Rates
28-Aug-15	Wokingham Borough Council	432.00	Legal services 3G pitch WP
		53603.48	

CLERKS IMPREST A/C

List of Payments made between 01/08/2015 and 31/08/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
24-Aug-15	(Personal Information)	55.10	Refund travel ticket
27-Aug-15	(Personal Information)	200.00	Refund deposit
12-Aug-15	(Personal Information)	10.80	Cancelled WPLC course
12-Aug-15	(Personal Information)	150.00	Refund deposit
10-Aug-15	(Personal Information)	50.00	Refund deposit
25-Aug-15	(Personal Information)	150.00	Refund deposit
28-Aug-15	(Personal Information)	50.00	Refund deposit
11-Aug-15	(Personal Information)	6.40	Refund BLC swim ticket
10-Aug-15	(Personal Information)	150.00	Refund deposit
03-Aug-15	(Personal Information)	249.67	Cancel booking-Chapel Hall
10-Aug-15	(Personal Information)	95.00	Cancelled/Deposit
11-Aug-15	(Personal Information)	23.54	Refund BLC swim tickets
03-Aug-15	(Personal Information)	200.00	Refund deposit
20-Aug-15	(Personal Information)	50.00	Refund deposit
11-Aug-15	(Personal Information)	12.00	Cancelled WPLC course
10-Aug-15	(Personal Information)	50.00	Refund deposit
14-Aug-15	AAT.Org.uk	88.00	Annual membership
05-Aug-15	Biotechs Ltd	21.00	Portrait clear card holders
14-Aug-15	Lloyds Bank	31.62	Charges 10 June to 9July 2015
26-Aug-15	Lloyds Bank	42907.18	Net August 2015 payroll
21-Aug-15	Luminati Waycon Ltd	37.50	Replacement cover staff photo
20-Aug-15	Mainland Aggregates Ltd	330.00	Road planings/scalpings - allotments site
17-Aug-15	PETTY CASH A/C	130.22	Top up petty cash
06-Aug-15	W & E Arts	50.00	Refund deposit
		45098.03	

Woodley Town Council

Report of a Meeting of the Catering Partnership Management Panel held at the Oakwood Centre on Monday 28 August 2015 at 2.00 pm

Present: *Councillors: A.Chadwick (Chair), M. Green, S, Rahmouni*

Officer present: *K. Murray, Service Support Manager
D. Ewens, Venues Manager*

Also present: *L Waller, Director – Just in the Park CIC
N Quinnet, Director – Just in the Park CIC
P Makinson – Just in the Park CIC
Cllr K Baker (for agenda items 1 – 3)*

Apologies: *Councillor R. Horskins*

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Proposed Key Performance Indicators

The Panel Members discussed the proposed key performance indicators that were to be discussed with the Catering Partner. It was agreed that all of the proposed indicators had some value and should be discussed and amended as appropriate

3. Discussion with Catering Partner

The Directors from the Catering Partner CIC joined the meeting.

LW stated that although many of the areas covered by the proposed KPIs were included in the original contract, these had not been commented on or discussed since the contract started.

LW expressed concern about what was meant by 'staff observation' in relation to a means of measuring some of the KPIs and whether Council staff were qualified to assess compliance with the KPIs. It was explained that this meant that it would be noticed whether certain things activities were being carried out or not and that this was the only way to observe and measure this.

The customer feedback questionnaires were discussed and it was noted that these had been amended to make them clearer.

An initial discussion took place in relation to the specific indicators attached at **APPENDIX 1**. This is a confidential report due to these items being work in progress.

4. Items provided by the Catering Partner for discussion

The Catering Partner presented the following items for discussion at the meeting;

1. An update on the rent review requested in March 2014

It was noted that no formal or detailed request had been received and so this had not been progressed. LW stated that she felt the café fulfils its obligations but the

Centre does not. On that basis they would prefer a fixed rent for the café business and a percentage system for the business and social functions. This was noted for discussion at a future meeting of the Panel.

2. Council staffing of reception desk

It was noted that there was a standing instruction for the duty Centre Assistant to be present during the times that customers are expected to arrive for meetings. It was noted that this may not always be the case depending on the duty rota and other duties that staff may be required to carry out.

3. Clarity of bookings information provided to the Catering Partner.

The information provided on the activity sheets was discussed and it was agreed that perhaps receiving a sheet earlier in advance would help the caterer in preparing for upcoming bookings. KM agreed to discuss this with the Bookings Officer.

4. Blocked drains outside the café area.

It was noted that the outside area had flooded during the very heavy rainfall earlier in the week and that this was attended to promptly by the Venues Manager. It was suggested that the drains may be blocked. KM agreed to advise the Maintenance Team of this.

5. Provision of outside seating

KM stated that fixed seating at the front of the Centre would be likely to cause problems with antisocial behaviour. It was agreed that discussions should take place on the type of furniture that would be appropriate and establish some costs. The Council could then consider funding this. It was noted that the Catering Partner had purchased a number of chairs for use outside.

6. Appointment of further Director

It was noted that there was an intention to appoint a further director to the CIC and that they had relevant skills and experience.

7. Ethos and Values of the CIC

It was noted that the CIC was currently providing 3 work placements through Reading College and 4 placements through Wokingham Employment Service.

8. Marketing of the Oakwood Centre

LW reported that a new website for the CIC was underway and would be ready soon. It was noted that marketing of the Centre had been limited in recent years and that with the Venues Manager now in place this was already changing with new bookings and activities.

5. Recommendation to the Strategy and Resources Committee

It was agreed that no recommendation to the Strategy and Resources Committee would be made from this meeting.

6. Date for the next meeting

It was anticipated that a new Panel member would be appointed at the Strategy and Resources Committee meeting on 15 September and that a date for the next meeting be arranged once this has happened.

Meeting closed 5.00pm

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Woodley Town Council

Report of a Meeting of the Woodford Park Leisure Centre Regeneration Task and Finish Group held at Woodford Park Leisure Centre on Tuesday 4 August 2015 at 7.00 pm

Present: *Councillors: T. Barker, S. Brindley, J. Cheng, R.Lay, D. Mills, D. Stares, B. Soane*

Officer present: *A. Bunn, Leisure Services Manager
K. Murray, Service Support Manager
E. Whitesmith, Sports Facility Manager*

Apologies: *Councillor K. Baker*

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Election of Chairman

Councillor Stares was elected as Chairman for the municipal year.

It was noted that Councillor Soane would be appointed to the Group at the next Strategy and Resources Committee meeting.

3. Tour of Woodford Park Leisure Centre

Members received a full tour of the Centre from the Leisure Services Manager. During the tour Members asked questions about activities, usage and maintenance issues. Members noted the high quality of design and workmanship by the Maintenance Team that had gone into the on-going refurbishment of the changing room areas.

4. Draft Terms of Reference

Members wished to make no changes to the Draft Terms of Reference and it was agreed to submit the terms of reference to the Strategy and Resources Committee for approval.

5. Feasibility and business case study reports

The Leisure Services Manager and Service Support Manager went through the documents to provide an overview of the work carried out so far. Members discussed the potential of the Centre in terms of activities that could be offered and how the site could best be utilised to provide these.

It was recognised that the sports hall was of a high standard and fit for purpose and that the rest of the Centre is in need of modernising, adapting or replacing in order to meet the community needs in the future.

It was suggested that a further option to those included in the feasibility study should be considered which would include the demolition of the existing structure, with the exception of the sports hall, and a rebuild to accommodate the required activities, including a gym, dance studio, children's area, refreshment offering and the proposals from Bulmershe Gymnastics Club and Badminton England.

It was agreed that the Leisure Services Manager explore further options for funding and contact two other companies to obtain an approximate cost for this option and that this be discussed further at the next meeting on 8 September.

6. Date for the next meeting
Tuesday 8 September at 2pm

Meeting closed 9.00pm

Woodford Park Leisure Centre Regeneration Task and Finish Group

Terms of Reference

Parent Committee – Strategy and Resources Committee

Purpose

To discuss and explore a range of matters relating to the regeneration of Woodford Park Leisure Centre including:

- Potential new activities, their costs and their potential to raise additional income
- The potential for partnership working with Bulmershe Gym Club and Badminton England at the centre
- A review of existing facilities at the centre

Membership

Four Members from the Strategy and Resources Committee

Four Members from the Leisure Services Committee

Meetings

Meetings will take place over the municipal year and their timing will be arranged, as far as possible, to allow reporting to the Leisure Services and the Strategy and Resources Committees.

Reporting

The group will report and make any recommendations to the Strategy and Resources Committee. Minutes of the meetings will be provided to both the Leisure Services and the Strategy and Resources Committees.

EXTERNAL FUNDING APPLICATIONS

REPORT OF THE SERVICE SUPPORT MANAGER

Purpose of Report

To update Members on the progress of current external funding applications and advise of the new format for presentation of this information.

Background

Due to changes in the Section 106 application process and the introduction of the Community Infrastructure Levy, Members suggested a review of the way that Town Council projects proposed for external funding be presented and reviewed by the Committee.

The Committee had also commented that there were some projects on the old list that may no longer be relevant or were unlikely to attract external funding.

Projects for External Funding

The projects identified on the old Section 106 project list have been split into two sections on a new list titled Projects for External Funding. (**APPENDIX A**) The projects are split between those that apply to Woodley Town Council property and premises, and those that apply to the wider Woodley environment. Priority projects are also identified.

The following projects have been proposed for deletion from the project list as they may be considered no longer relevant or achievable;

Project proposed for deletion	Reason
WPLC – 3G pitch installation	Fully funded – project underway
WPLC - Improvements to Hard Surface Area	Included as part of 3G pitch project
WPLC - New crazy golf area	No demand
Improvements to surfacing of access road from Western Avenue	Area not owned by the Town Council – unlikely to attract funding

The purpose of the list is to maintain a list of realistic and relevant projects that the Council wishes to deliver should appropriate funding become available from whatever source.

Some project items such as play area improvements will remain on the list even if funding is received for specific projects, as there is generally an ongoing requirement for improvement and increasing play value at all of the Council play areas if there is funding available for this.

The Committee may wish to review the project list at regular intervals or as appropriate should funding opportunities become known.

Suggested projects to be added to the list will continue to be considered by the Committee. Officers will report on funding applications submitted and the progress on these at each meeting of the Committee.

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members consider the Projects for External Funding list as a working document for the Council.**
- ◆ **That Members consider the deletion from the projects list of projects no longer relevant or achievable.**

Woodley Town Council - Projects for External Funding

APPENDIX A

			Est Project Cost	Comment
Priority Projects				
1	Woodford Park Leisure Centre	Regeneration	1m - 5m	Currently investigating options for regeneration and potential funding. Project may include fitness gym, dance studio, sports hall extension, refreshments area, indoor play.
2	Woodford Park Lake	Desilt, path repair, redesign,	100,000	Project to include desilting, new planting design, reed beds, biodiversity assessment, path repairs/replacement, timber edge repairs/replacement. Significant cost associated with removal of silt. May be possible to reuse some on site. Project plan required.
3	Woodley Precinct	North End Regeneration	100,000 - 300,000	Project currently being developed - Project will be led by WBC with WTC and WTCMI as project partners. Funding from WTCMI and Section 106

±

Woodley Town Council Premises/Property

4	Malone Park	Upgrade Play Equipment	50,000 - 100,000	Some new equipment installed in 2014. Several items approx 30 years old but in servicable condition
5	Memorial Ground	Upgrade Play Equipment	50,000 - 100,000	All equipment approx 30 years old but in servicable condition
6	Wheble Drive	Upgrade Play Equipment	20,000	Limited equipment at this site - x1
7	Woodford Park	Development of Youth area in Woodford Park	not known	Potential for new or refurbished youth shelter. Additional street art walls.
8	Woodford Park	Lighting, refurbishment of pathways, entrance/access improvements	50,000 - 100,000	General improvements to park infrastructure

Wider Woodley Projects

9	Southlake Crescent Amenity project	Multi use gym project for residents in Southlake Crescent/Hearn Road area	16,000	Wokingham Borough Council
10	Kingfisher Drive	Outdoor fitness equipment for open ground adjacent to play area at Kingfisher Drive	16000	Wokingham Borough Council
11	Spitfire Way	Pedestrian crossing installation for new build residence to cross road for Drs, schools and shops	50,000	Wokingham Borough Council
12	Headley Road	Pedestrian crossing installation or equivalent outside the Oakwood Centre	50,000	Wokingham Borough Council
13	Howth Drive	Pedestrian crossing installation as near as possible to Bader Court	50,000	Wokingham Borough Council
14	Colemans Moor Road	Traffic calming	Not known	Wokingham Borough Council
15	Howth Drive	Remove ruined grass verges and replace them with large parking bays	Not known	Wokingham Borough Council
16	Kingfisher Drive	Remove ruined grass verges and replace them with large parking bays	Not known	Wokingham Borough Council
17	Woodwaye	Improved lighting. This is used as a cut through at night, residents have asked for better lighting which would make them feel safer	Not known	Wokingham Borough Council
18	Ashenbury Park	BMX track	Not known	Wokingham Borough Council

Community Infrastructure Levy Neighbourhood Proportion Questions for Town and Parish Councils

1. How do you want to commission services?
 - a. Spend your own CIL?
 - b. Formally transfer CIL to WBC with no other interest?
 - c. Agree CIL Spend jointly with WBC, and WBC to execute through agreement?
 - d. Work in groups, or as a group to undertake

2. How do you want to work with us?
 - a. Individually on a one to one basis (WBC to Parish Council)?
 - b. In sub-groups of Parishes?
 - c. Collectively as 17 Parish Councils together?
 - d. A different permutation of all of the above?

3. Governance arrangements:
 - a. How regularly should we meet (quarterly / half yearly / annual review meetings)?
 - b. How do you want to see governance arrangements evolve?
 - c. How will we make decisions together in relation to infrastructure priorities and funding?

4. Are you preparing a Parish Plan with infrastructure priorities? Have you as a Parish Council thought about infrastructure priorities?

5. How would you like us to help determining suitable governance arrangements for CIL? Would a collective workshop be of assistance?



**NALC's Larger Local Councils Conference 2015 – Communities Can
Wednesday 2 December 2015
Royal National Hotel - London**

- 09.00 – 10.00 Delegate Registration
Exhibition Open
Refreshments and networking
- 10.00 – 10.10 **Welcome – Ken Cleary, NALC Larger Councils Chairman**
- 10.10 – 10.40 **Plenary Session 1**
Warren Ralls, Director, LEPS Network/Local Enterprise (TBC)
- 10.40 – 11.10 **Plenary Session 2**
Treasury Minister (TBC)
- 11.10 – 11.40 **Plenary Session 3**
Open Mic Session
- 11.40 – 12.10 Refreshments and networking
- 12.10 – 12.40 **Hustings for elections to the Larger Councils Committee**
Paul Harvey, Larger Councils Committee Vice-Chairman
- 12.40 – 13.40 Lunch and networking
- 13.40 – 14.35 **A. Workshop 1 - High Level Care Act – James Maker (DCN) / Cllr. Richard Bartley**
- B. Workshop 2 – Partnership Working Carl Wilding (NCVO) (TBC)**

**C. Workshop 3 – Town Centre Management - Dr Julie
Grail, Chief Executive**

British BIDs / Deborah Sarson (Diss Town Council) (TBC)

**D. Workshop 4 – Working Between The Tiers - Mark
Williams (Falmouth Town Council) and Cllr Jeremy Rowe
(Cornwall Council) (TBC)**

14.40 – 15:35 **Repeat of workshops**

15:35 – 15:55 Refreshments and networking

15:55 – 16:30 **Plenary session 4 – Leadership/Motivational Speaker
(TBC)**

16.30 – 16.45 Closing remarks

16.45 – 17.30 **Drinks reception**

NALC reserves the right to change the programme at any time.

WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS

**Minutes of a meeting of the Association held on
Thursday 18th June 2015 at the Civic Offices,
Shute End, Wokingham which commenced at 7.30pm.**

Present:

Vice Chairman - Councillor R Loader (Barkham)
Councillor P Hughes (Shinfield)
Councillor M Bishop (Wokingham Town)
Councillor P Townsend (Arborfield and Newland)
Councillor R Mantel (Twyford)
Councillor G Harper (Winnersh)
Councillor T Barker (Woodley)
Councillor C Drew (Charvil)
Miss K Hughes (Secretary/Treasurer)

1. WELCOME AND INTRODUCTIONS

Cllr Loader welcomed members and members introduced themselves.

2. APOLOGIES FOR ABSENCE

Apologies for Absence were received from Cllr J Bowley (Twyford), Cllr D Peer (Shinfield) and from Wargrave Parish Council

3. MINUTES

3.1 The Minutes of the meeting, held on 21st January 2105 were approved as a true record of the meeting.

Proposed: Cllr R Mantel

Seconded: Cllr G Harper

MATTERS ARISING

3.2 Cllr M Bishop asked whether there was any news on the precept support grant. Cllr R Mantel reported that in the 2013/14 financial year the full £160,000 received by Wokingham Borough Council was redistributed amongst the parishes and that in the 2014/15 year the sum redistributed had been reduced to £100,000. Following discussion, members reported an anticipation that the grant will cease after this financial year.

3.3 Cllr R Mantel enquired about asset registers and a request from Wokingham Borough Council to parish and town councils to submit asset registers. He reported that Twyford had not submitted this information.

3.4 Cllr R Loader apologised to members for not yet producing a report on increasing the profile of WDALC amongst the parishes, due to ill health.

3.5 Cllr G Harper asked whether the Facebook page was still working. The Secretary was asked to check and confirm this.

4. CHAIRMAN'S REPORT

In the absence of Cllr R Rampton, the Secretary was asked to contact him and circulate a Chairman's report to members after the meeting.

5. Berkshire Association of Local Councils (BALC) report

Cllr R Loader reported that BALC are now running training sessions through a Community Interest Company, which allows BALC to purchase training that is required / requested and that this is what, in part, the town and parish councils pay their subscriptions towards. He reported that there is a joint arrangement with the Oxfordshire Association of Local Councils (OALC) for HR support. Members discussed training and suggested that a Business Continuity Planning session be considered.

Cllr R Loader reported that the next BALC meeting is scheduled for 24 June and that this meeting will be reported on at the next WDALC meeting.

7. BOROUGH/PARISH WORKING GROUP

Cllr R Loader reported on the recent meeting of the Borough Parish Working Group held on the 27 April 2015. He reported that the meeting had not been quorate. He reported that two presentations were given, one on health and wellbeing and one on parking.

Members discussed common issues that the parish could raise, through WDALC, to the Borough Parish Working Group. The following issues were suggested:

- Traffic
- Parking
- Planning issues
- Getting input from the parishes valued

Members noted the need to find a common issue that town and parishes could work together on, and to work on feeding issues into the BPWG.

Cllr R Mantel reported on local concerns in Twyford over parking at the station. The car park at the station fills and causes a lot of overspill parking on local streets. He reported that it is possible that the station car park will be extended. He reported concern that cross rail and new routes to Heathrow will increase the pressure on parking even further.

Cllr Harper spoke about the new park-and-ride at Winnersh.

Cllr Barker spoke about parking in relation to Homes in Multiple Occupation and the need to factor this issue into parking provision.

Members agreed to ask the borough council to present the borough's transport strategy at the next Borough Parish Working Group meeting.

Members discussed a borough and town / parish council charter. Cllr R Mantel reported that this had been set up previously and offered to send a copy to the secretary for circulation. Members noted that Wokingham Town Council have negotiated a Service Level Agreement with Wokingham Borough Council in relation to the Community Infrastructure Levy (CIL) and this might be something for WDALC to consider in a wider context.

8. FINANCE REPORT

The Secretary reported the balances of the accounts at the last statement as £535.35

She reported that she has been in contact with BALC regarding the grant.

She reported that a change of mandate for the bank account is in progress.

9. ISSUES FROM MEMBER COUNCILS

Members noted that this item had been discussed under item 7.

10. NEXT MEETING

Following discussion, a date for the next meeting was suggested as Wednesday 28 October.

12. TERMINATION OF MEETING

The meeting was declared closed by the Vice-Chairman at 9.05pm.

Chairman.....

Dated.....

Meeting of the Strategy and Resources Committee
15 September 2015

Additional Items

Agenda Item 18: EXCLUSION OF PUBLIC AND PRESS

To resolve that, in view of the confidential nature of the business about to be transacted in relation to business interests, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 19 on the agenda.

Agenda Item 19: INN ON THE PARK

To consider **Report No. SR 33/15.**