

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 22 November 2016 at 8:00 pm

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

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer; P. Temmink, Public Relations/Marketing Coordinator*

Also present: *1 member of the public*

37. **APOLOGIES**

There were no apologies for absence.

38. **DECLARATIONS OF INTEREST**

Councillor Mills	Agenda item 6 Town Council and Oakwood Centre: Short Term Marketing Plan	Personal – Councillor Mills is employed by Brown Bag
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Councillor Mills did not take part in the discussion or the decision to receive the report.

Councillor Dolinski	Agenda item 9 Community Grants	Personal – Councillor Dolinski volunteers for the Sue Ryder organisation.
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Councillor Dolinski did not take part in the discussion or the vote on the application made by Sue Ryder: The Duchess of Kent Hospice.

Councillor Stares	Agenda item 10 Allotment Rent Review	Prejudicial – Councillor Stares is an allotment tenant at the site and a member of the Allotments Committee.
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Councillor Stares left the room and was not present for the discussion or the vote on the allotment rent review.

39. **MINUTES OF THE MEETING HELD ON 13 SEPTEMBER 2016**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 13 September 2016 be approved and signed by the Chairman as a correct record.

40. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 40/16.

RESOLVED:

- ◆ To note Report No. SR 40/16.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (September) and **Appendix B** (October):

	Current account	Imprest account
September 2016	£145,126.99	£41,758.52
October 2016	£93,396.01	£41,367.03

c) **Temporary investment**

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Santander Standard Time Deposit Account on 30 September 2016 for a period of 6 months at a rate of 0.45%.

d) **Temporary investment**

It was noted that the date of 14 November 2017 given in the agenda should be 14 November 2016.

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Lloyds Bank deposit account on 14 November 2016 for a period of 3 months at a rate of 0.45%.

e) **Internal audit**

The Town Clerk informed Members that no outstanding items had been noted in the interim internal auditor report and no recommendations had been made, and said that credit should be given to the Finance Officer for his excellent work.

RESOLVED:

- ◆ To receive the interim internal audit report for the period from April to August 2016.

f) **2017/18 Local Government Finance Settlement**

The Chairman remarked that he had been very impressed with the response prepared by the Town Clerk, on behalf of the Council, to the consultation on the 2017/18 local government finance settlement. This had been agreed between meetings to meet the response deadline.

RESOLVED:

- ◆ To note the response to the consultation on the 2017/18 local government finance settlement.

42. **OAKWOOD CENTRE**

- a) The Deputy Town Clerk presented Report No. SR 41/16. In reply to a question he informed Members that officers were designing a feedback form that room hirers would be asked to fill in and the Chairman asked that this be circulated to the Committee when it was finalised. Councillor Smith asked for the bookings data given in Appendix B of the report to be presented in graphical form in future and the Town Clerk agreed to provide this.

RESOLVED:

- ◆ To note Report No. SR 41/16.

b) **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 following agenda item.

c) The Public Relations/Marketing Coordinator presented Report No. SR 42/16 and following lengthy discussion it was

RESOLVED:

- ◆ To approve the proposal set out in Report No. SR 42/16 for the future use of the Bader Room, subject to the Committee's approval of final arrangements and heads of terms.

43. **TOWN COUNCIL AND OAKWOOD CENTRE: SHORT TERM MARKETING PLAN**

The Public Relations/Marketing Coordinator presented proposals for a short term marketing plan for the Oakwood Centre and the Town Council, which had been circulated with the agenda.

Members noted the objectives of the proposed marketing plan for the Oakwood Centre and the costs associated with the proposals. The need to ensure that the Oakwood Centre was kept in the best possible decorative order was noted and the Deputy Town Clerk reported that there were funds available in the Repairs and Renewals budget for this work.

The Chairman stressed the need for a first class website as this would be the most important marketing tool and he pointed out that Councillors Barker and Mills would be able to give advice on how this could be achieved. The Chairman also proposed that a PR/Marketing Working Group be set up to look closely at the marketing suggestions and website specification and that the chosen solutions could then be brought to the Committee for approval.

Members then discussed the marketing of the Town Council and the PR/Marketing Coordinator stressed the importance of increasing the interaction with local residents, local businesses and the press; the desirability of integrating the marketing of the Town Council, the Town Centre Management Initiative and Woodford Park Leisure Centre; and the need for strong branding to include Coronation Hall and Chapel Hall.

RESOLVED:

- ◆ To note the report on the short term marketing plans for the Oakwood Centre and the Town Council.
- ◆ That a PR/Marketing Working Group be set up to consider and develop the marketing of the Oakwood Centre and the Town Council and report back to the Committee.
- ◆ That Councillors Baker, Brindley, Cheng and Smith be appointed to the PR/Marketing Working Group.

44. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports No. SR 43/16 and SR 44/16 of the Catering Partnership meetings held on 22 September 2016 and 28 October 2016.

RESOLVED:

- ◆ To note Reports No. SR 43/16 and SR 44/16.

45. **INVESTMENTS WORKING PARTY**

Councillor Brindley presented Report No. SR 45/16 of the Investments Working Party meeting held on 9 November 2016 and reported that the investments were currently 20% ahead of the assumed performance and that this would help to withstand any future stock market turbulence.

RESOLVED:

- ◆ To note Report No. SR 45/16.

46. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 46/16, in line with the community grants criteria and

RESOLVED:

- ◆ That, under Section 137 of the Local Government Act 1972, the following grants be awarded:

Berkshire Vision	£250	Towards the cost of providing services and a range of events and activities to enhance the lives of the visually impaired.
Cruse Bereavement Care	£250	Towards the cost of providing counselling to bereaved children and adults.
Friends of Woodford Park	£250	For the purchase of equipment and tools for the volunteers to use.
Sue Ryder: The Duchess of Kent Hospice	£250	Towards the cost of providing palliative care at the hospice and in patients' homes.
Wokingham Job Support Centre	£250	Towards the cost of providing internet access, training and support for job seekers.
Woodley & Earley Arts Group	£200	Towards the cost of a new projector.
Woodley Festival of Music and Arts	£250	Towards the cost of providing the Festival of Music and Arts in 2017.
<u>Individuals</u>		
William Cowan (Gymnastics: GB Tumbling squad)	£100	Towards the cost of GB kit and travelling to training camps.
Alexander Cowan (Gymnastics: GB Tumbling squad)	£100	Towards the cost of GB kit and travelling to training camps.
Hannah Evans (Archery GB)	£100	Towards the cost of travelling to training camps and accommodation while there.

47. **ALLOTMENT RENT REVIEW**

The Deputy Town Clerk presented Report No. SR 47/16, setting out the proposed allotment charges from January 2018.

RESOLVED:

- ◆ To note Report No. SR 47/16.
- ◆ To increase the allotment plot charges from January 2018 by 2% in line with the Retail Price Index figure in September 2016.
- ◆ To adjust the discount rate for persons in receipt of the state pension from 30% to 25% from January 2018.
- ◆ That the following charges be made for allotment plots at the Reading Road site in 2018:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£41.30	£4	£45.30	Woodley Resident – State pensioner	£31.00	£4	£35.00
	Non Woodley	£62.00	£4	£66.00	Non Woodley – State pensioner	£46.50	£4	£50.50
5	Woodley Resident	£20.65	£2	£22.65	Woodley Resident – State pensioner	£15.50	£2	£17.50
	Non Woodley	£31.00	£2	£33.00	Non Woodley – State pensioner	£23.25	£2	£25.25

48. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

The Town Clerk informed Members that the report of the Woodley Town Centre Initiative Committee meeting held on 26 October 2016 was not available and would be circulated with the agenda for the next meeting.

49. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and reported that some of the estimated project costs had been revised. The Chairman suggested that the projects listed under the “Wider Woodley Projects” heading be removed from the list as these were all projects that were the responsibility of Wokingham Borough Council.

RESOLVED:

- ◆ That the “Wider Woodley Projects” be removed from the external funding projects list.

50. **PUBLIC TOILET UPDATE**

Members noted that a preferred site at the south end of the town centre had been identified and was acceptable to the Wokingham Borough Council Highways team and that checks on the underground utilities had been carried out by the contractor. The planning application was being prepared and it was hoped that this would be submitted in December.

51. **WOODFORD PARK LEISURE CENTRE FITNESS GYM UPDATE**

Members were pleased to note the update provided in the agenda regarding the progress of the refurbishment works, which were about one week ahead of schedule and on budget. It was anticipated that the space would be complete and ready for the installation of the gym equipment by 5 December and a marketing campaign was underway, with a planned operational opening date of 3 January 2017.

52. **RECOMMENDATIONS FROM LEISURE SERVICES COMMITTEE**

- a) Members considered the recommendation from the Leisure Services Committee that the Council seek to lease the area under the A3290 from Wokingham Borough Council in order to work with other organisations to provide activities for young people at the site and agreed to recommend this to Full Council, subject to suitable terms being negotiated for the lease.

RECOMMENDED:

- ◆ That the Town Council seek to lease the area under the A3290 from Wokingham Borough Council in order to work with other organisations to provide activities for young people at the site.

- b) Members considered the recommendation from the Leisure Services Committee that £5,000 from the Capital Programme funds be allocated to replace the bus shelter in Beechwood Avenue and agreed that this was a one-off occurrence. In response to a question the Deputy Town Clerk agreed to establish whether the stop would be viable for a shelter with advertising.

RECOMMENDED:

- ◆ That £5,000 from the Capital Programme funds be allocated to replace the bus shelter in Beechwood Avenue.

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

Members noted that the October Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £34,904.

54. **WOKINGHAM BOROUGH COUNCIL SERVICES FROM TOWN COUNCIL OFFICES**

Members noted that Shine vouchers were now being sold from the Town Council offices on behalf of Wokingham Borough Council and that from 1 December 2016 residents would be able to purchase blue rubbish waste bags from the offices.

55. **COUNCIL MEETING DATES 2017/18**

RECOMMENDED:

- ◆ That the schedule of meetings for the 2017/18 municipal year, as attached at **Appendix C**, be approved.

The Chairman reported that he had received a suggestion that the start time of Council and Committee meetings be changed to 7:30pm. The Town Clerk informed Members that this may require a change in Standing Orders.

RESOLVED:

- ◆ That the Town Clerk would contact all Members to ask their views on changing the start time of Council and Committee meetings to 7:30pm.

56. **BOROUGH PARISH LIAISON FORUM**

RESOLVED:

- ◆ To note the report of the Borough Parish Liaison Forum held on 10 October 2016.

57. **BALC**
Councillor Dolinski gave a verbal report on the BALC AGM, which took place on 3 November 2016, and which he had attended with the Town Clerk. He reported that there had been a presentation by the Chief Executive of NALC, who had provided information about NALC's activities and support to local councils and asked that local councils contact NALC to suggest any issues they would like NALC to campaign on.

58. It was proposed by the Chairman and

RESOLVED:

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

59. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

60. **PUBLICITY AND WEBSITE**

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

61. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to personal 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.

62. **PERSONNEL SUB COMMITTEE**

The Town Clerk presented Report No. SR 48/16 of the Personnel Sub Committee meeting held on 7 November 2016.

RESOLVED:

- ◆ To note Report No. SR 48/16.
- ◆ That the former Bookings Officer be permanently appointed to the Venues Manager post, with effect from 1 November 2016 and that the post grade be set at Senior Officer grade, spinal column points 29 – 32.
- ◆ To approve the revised job description for the Venues Manager post, as presented.
- ◆ That the post of Bookings Officer be deleted from the staffing establishment.
- ◆ That the Administrative Officer post scale be revised from Scale 3/4 (scp 14 – 21) to Scale 4/5 (scp 18 – 25) and that the post holder be placed on the recommended point on the scale.
- ◆ To approve the revised job description for the Administrative Officer post, as presented.
- ◆ That the Venues Assistant post be amended to a new post of Venues/Administrative Assistant at Scale 3 (scp 14 – 17) with effect from 1 November 2016 and that the post holder be appointed to the role on a permanent basis.
- ◆ To approve the job description for the Venues/Administrative Assistant post, as presented.

- ◆ That a part time post of Venues Assistant (16 hours a week) at Scale 3 (scp 14 - 17) be added to the establishment.
- ◆ That the part time PR and Marketing Coordinator post be established as a permanent post working 12 hours a week and paid at the recommended spinal column point with effect from 1 December 2016 and that the present post holder be appointed to the role.
- ◆ To approve the job description for the permanent PR and Marketing Coordinator post, as presented.
- ◆ That previous service at the Council between December 2013 and November 2014 be added to the continuous service, in respect of leave entitlement, of post holder 4410, as an exceptional circumstance.

The meeting closed at 10:15 pm

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/09/2016 and 27/09/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
30-Sep-16	ADT Fire & Security Plc	60.53	Maintenance - WPLC intruder alarm
09-Sep-16	All Aspects	3320.00	Gym construction costs
23-Sep-16	All Aspects	5000.00	Gym construction costs
30-Sep-16	Arkell - Hurcombe-Bronzeworks	187.20	Bronze remembrance plaque
23-Sep-16	BCM Group Plc	18.01	Service & maint photocopier WPLC
16-Sep-16	BE Fuelcards Ltd	31.66	Diesel-RY54DBU-33531
23-Sep-16	BE Fuelcards Ltd	21.11	BP unleaded fuel
23-Sep-16	Bowak Ltd	681.67	Cleaning supplies
09-Sep-16	Brake Bros Foodservice Ltd	255.94	Vending supplies
15-Sep-16	Brake Bros Foodservice Ltd	452.94	Vending supplies
23-Sep-16	Brake Bros Foodservice Ltd	535.70	Vending supplies
30-Sep-16	Brake Bros Foodservice Ltd	64.72	Vending supplies
23-Sep-16	Brown Bag Cafe Ltd	242.62	Catering services
07-Sep-16	BT Group Plc	153.36	Phone
09-Sep-16	Capital Cleaning	102.42	Cleaning supplies
15-Sep-16	Crown Gas & Power	-178.19	Refund estimated gas reading
23-Sep-16	Crown Gas & Power	75.24	Gas supply
23-Sep-16	Crown Gas & Power	221.71	Gas supply
23-Sep-16	Crown Gas & Power	339.41	Gas supply
23-Sep-16	EDF Energy 1 Ltd	11.48	Electric - clock tower-recharged WTCMI
23-Sep-16	Energy Electrical Distributors Ltd	33.41	Electrical supplies
30-Sep-16	Epos Now Ltd	1515.02	New till WPLC
15-Sep-16	Eurodec Ltd	104.24	Decorating supplies
23-Sep-16	Eurodec Ltd	117.01	Decorating supplies
30-Sep-16	Eurodec Ltd	165.00	Decorating supplies
23-Sep-16	Fraser Office Supplies Ltd	204.12	Stationery supplies
23-Sep-16	Fuel Fitness Ltd	120.00	Coach
27-Sep-16	GoCardless Ltd	0.01	Gym membership verification
23-Sep-16	Greenham	226.13	Staff clothing - depot
09-Sep-16	HC Slingsby Plc	152.57	Red sacks/speed signs/wheels
30-Sep-16	Hewden Stuart Ltd	508.80	Digger/dumper hire - allotments
30-Sep-16	HMRC Cumbernauld	12498.24	PAYE & NI - employers and employees
23-Sep-16	John Willis	120.00	Window cleaner
30-Sep-16	Keep Britian Tidy	420.00	Dog fouling posters/bin stickers
09-Sep-16	Lamps-Tubes Luminations Ltd	378.00	Tree lights survey town centre - WTCMI
15-Sep-16	Lightatouch	1100.00	Internal audit services
14-Sep-16	Lloyds Bank	170.69	Cardnet Service Charges
14-Sep-16	Mainstream Digital	5.45	Phone
23-Sep-16	Margaret Macknelly Design	135.00	Form ammendments/sign design
09-Sep-16	Mazars LLP receivable	2880.00	External audit
15-Sep-16	Merchant Rentals	35.23	Monthly cardnet charge
30-Sep-16	Minerva Publications	240.00	WTCMI - Advertising
30-Sep-16	MKR Electrical Services Ltd	2336.40	Electrical supplies
30-Sep-16	Occupational Medicals Enterprises Ltd	240.00	Assessment
09-Sep-16	P&H Direct Van Sales Ltd	176.65	Vending supplies
15-Sep-16	P&H Direct Van Sales Ltd	162.92	Vending supplies
23-Sep-16	P&H Direct Van Sales Ltd	96.51	Vending supplies
30-Sep-16	P&H Direct Van Sales Ltd	403.57	Vending supplies
30-Sep-16	P&H Direct Van Sales Ltd	36.56	Vending supplies
23-Sep-16	Piercing Glance Ltd	59.16	Staff clothing - Oakwood Centre

09-Sep-16	Plusnet	24.60	Phone
09-Sep-16	PRS for Music	1033.56	Music licence
30-Sep-16	Prudential	30.00	AVC payment deducted from pay
26-Sep-16	Public Works Loan Board	1528.16	Public Works Loan
30-Sep-16	Public Works Loan Board	83129.21	Public Works Loan
30-Sep-16	Ridd Wood Partnership Ltd	306.00	Gym construction costs
30-Sep-16	Riso UK Ltd	242.66	Photocopier qtrly rental OC
15-Sep-16	Round & About Publications Ltd	288.00	WTCMI - Advertising
30-Sep-16	Serviceline	1756.80	New fridge for café
15-Sep-16	SGW Payroll Ltd	152.66	Payroll services
15-Sep-16	Siemens Financial Services Ltd	720.00	Photocopier lease rental
23-Sep-16	T H White Ltd	85.54	Gardening supplies
15-Sep-16	Thames Valley Water Services Ltd	78.00	Water assesments - WPLC
23-Sep-16	Thames Water Utilities Ltd	118.60	Water rates
30-Sep-16	The Berkshire Pension Fund	11108.11	Pension - employers and employees
09-Sep-16	The Institute of Groundsmanship	1425.00	3G pitch staff training
23-Sep-16	Trade UK - BandQ	112.17	Building supplies
23-Sep-16	Trade UK - Screwfix	801.41	Building supplies
09-Sep-16	Traditional Local Cleaning Ltd	1424.06	Contract cleaning
23-Sep-16	Travis Perkins Trading Co	146.64	Building supplies
23-Sep-16	Trinity Mirror Publishing Ltd	180.00	WTCMI - Advertising
01-Sep-16	TV Licence	145.50	WPLC TV licence
30-Sep-16	Unison Collection Ac	32.20	Union fees deducted from pay
23-Sep-16	Veolia ES - UK Ltd	392.66	Refuse collection
22-Sep-16	Vodafone Ltd	226.83	Phone
01-Sep-16	Wokingham BC	42.00	Rates
01-Sep-16	Wokingham BC	160.00	Rates
01-Sep-16	Wokingham BC	353.00	Rates
01-Sep-16	Wokingham BC	895.00	Rates
01-Sep-16	Wokingham BC	1864.00	Rates
23-Sep-16	XN Media Ltd	86.40	Staff advertising
	Total	145126.99	

CLERKS IMPREST A/C

List of Payments made between 01/09/2016 and 27/09/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
01-Sep-16	(Personal Information)	50.00	Refund deposit
01-Sep-16	(Personal Information)	50.00	Refund deposit
15-Sep-16	(Personal Information)	100.00	Refund deposit
16-Sep-16	(Personal Information)	150.00	Refund deposit
19-Sep-16	(Personal Information)	100.00	Refund deposit
19-Sep-16	(Personal Information)	21.00	Refund deposit
23-Sep-16	(Personal Information)	50.00	Refund deposit
29-Sep-16	Amazon.co.uk	3.40	High adhesive vinyl numbers
29-Sep-16	Amazon.co.uk	24.73	Dog bags
30-Sep-16	Amazon.co.uk	65.99	Kraft triple paper cups
20-Sep-16	Amersham & Wycombe	240.00	Staff training-AAT
28-Sep-16	Club Manager Ltd	81.50	Club Manager membership
19-Sep-16	Gumtree	29.99	Recruitment advertisement
22-Sep-16	Just Gloves	19.86	Topaz Ice gloves - OC
28-Sep-16	Lloyds Bank	40682.15	Net Sept 2016 payroll
12-Sep-16	Plusnet	39.90	Phone
26-Sep-16	Veucan Ltd	50.00	Refund deposit
	Total	41758.52	

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/10/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Payments</u>	
14-Oct-16	All Aspects	7865.00	Gym construction/setup
20-Oct-16	All Aspects	13700.00	Gym construction/setup
14-Oct-16	ASAP Computer Services	112.80	Antivirus software
28-Oct-16	BCM Group Plc	21.22	Service & maint photocopier WPLC
07-Oct-16	BE Fuelcards Ltd	42.19	BP Diesel-RY54DBU-33684
31-Oct-16	Berkshire Tree Care	4368.00	Tree works
20-Oct-16	Bowak Ltd	567.54	Cleaning supplies
14-Oct-16	Brake Bros Foodservice Ltd	163.70	Vending supplies
20-Oct-16	Brown Bag Cafe Ltd	1897.94	Catering invoiced by WTC, paid to BB
20-Oct-16	Central Sports UK Ltd	512.50	Sports (Badminton) supplies
03-Oct-16	CF Corporate Finance	166.37	Qtrly photocopier charge
31-Oct-16	Churchill Contract Services Ltd	3916.60	Contract cleaning
28-Oct-16	CoolerAid Ltd	33.18	Bottled water
21-Oct-16	Crown Gas & Power	73.69	Gas supply
21-Oct-16	Crown Gas & Power	86.00	Gas supply
21-Oct-16	Crown Gas & Power	212.75	Gas supply
21-Oct-16	Crown Gas & Power	267.72	Gas supply
28-Oct-16	Dejac Associates Ltd	192.00	Apple base station to extend WiFi
31-Oct-16	Earth Anchors Ltd	201.54	Dog waste sacks
28-Oct-16	EDF Energy 1 Ltd	11.40	Electric - clock tower recharged to WTCMI
28-Oct-16	Energy Electrical Distributors Ltd	87.31	Electrical supplies
14-Oct-16	Eurodec Ltd	36.99	Decorating supplies
20-Oct-16	Fraser Office Supplies Ltd	151.51	Stationery supplies
31-Oct-16	Gymnastics Enterprises Ltd	79.99	Badges/certificates-trampolining
14-Oct-16	HC Slingsby Plc	213.60	Bollard
20-Oct-16	HC Slingsby Plc	41.99	Megaphone
31-Oct-16	HC Slingsby Plc	51.59	25 watt megaphone
28-Oct-16	HMRC Cumbernauld	12266.63	PAYE & NI Employers and employees
14-Oct-16	IMAGE BOX	434.40	Printing party invites WPLC
31-Oct-16	IMAGE BOX	433.00	Printing gym flyers
14-Oct-16	Indepth Hygiene Services Ltd	1188.00	Cleaning extraction system OC
28-Oct-16	InTouch	35.99	Monthly website charge
28-Oct-16	John Willis	120.00	Window cleaner
28-Oct-16	Just Around The Corner	5804.50	Grant
28-Oct-16	Keep Mobile	500.00	Grant
28-Oct-16	Lend & Play Toy Library	500.00	Grant
14-Oct-16	Lloyds Bank	287.17	Cardnet charges
28-Oct-16	Lyreco UK Ltd	68.45	Stationery supplies
14-Oct-16	Mainstream Digital	58.11	Phone
17-Oct-16	Marchant Rentals	35.23	Monthly cardnet machine charge
20-Oct-16	Metrix Surveys Ltd	2382.00	Lake project survey
31-Oct-16	MKR Electrical Services Ltd	124.75	Electrical supplies
14-Oct-16	P&H Direct Van Sales Ltd	126.64	Vending supplies
20-Oct-16	P&H Direct Van Sales Ltd	114.46	Vending supplies
28-Oct-16	P&H Direct Van Sales Ltd	159.06	Vending supplies
31-Oct-16	P&H Direct Van Sales Ltd	93.27	Vending supplies
31-Oct-16	PHS Group	287.14	Qtrly dust matt charge WPLC/OC
10-Oct-16	Pitney Bowes	250.00	Postage topup
11-Oct-16	Plusnet	24.60	Phone

17-Oct-16	PlusNet	38.40	Phone
28-Oct-16	Prudential	30.00	AVC payment deducted from pay
28-Oct-16	Readibus	8568.00	Grant
31-Oct-16	Security Control Systems Ltd	113.40	Annual intruder alarm renewal
20-Oct-16	SGW Payroll Ltd	154.70	Payroll services
31-Oct-16	Shuretech Ltd	228.00	Locker repair-Coronation Hall
14-Oct-16	Southern Electric Contracting Ltd	676.57	Electricity supply
20-Oct-16	Southern Electric Contracting Ltd	160.24	Electricity supply
14-Oct-16	SSE Southern Electric	495.75	Electricity supply
28-Oct-16	The Berkshire Pension Fund	10837.70	Pension Employers and employees
20-Oct-16	Trade UK - BandQ	109.82	Building supplies
20-Oct-16	Trade UK - Screwfix	337.23	Building supplies
31-Oct-16	Trade UK - Screwfix	238.83	Building supplies
14-Oct-16	Traditional Local Cleaning Ltd	1851.95	Contract cleaning
28-Oct-16	Unison Collection Ac	32.20	Union fees deducted from pay
20-Oct-16	Veolia ES - UK Ltd	721.20	Refuse collection
28-Oct-16	Veolia ES - UK Ltd	1218.49	Refuse collection
18-Oct-16	Vodafone Ltd	253.51	Phone
31-Oct-16	West Berkshire Council	475.00	Premises licence fee WPLC/OC
03-Oct-16	Wokingham BC	42.00	Rates
03-Oct-16	Wokingham BC	160.00	Rates
03-Oct-16	Wokingham BC	353.00	Rates
03-Oct-16	Wokingham BC	895.00	Rates
03-Oct-16	Wokingham BC	1864.00	Rates
28-Oct-16	Wokingham-Citizens Advice	3172.50	Grant

93396.01

CLERKS IMPREST A/C

List of Payments made between 01/10/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Payments</u>	
05-Oct-16	(Personal Information)	6.00	Refund overcharge course
05-Oct-16	(Personal Information)	45.00	Refund deposit
07-Oct-16	(Personal Information)	50.00	Refund deposit
10-Oct-16	(Personal Information)	50.00	Refund deposit
14-Oct-16	(Personal Information)	150.00	Refund deposit
17-Oct-16	(Personal Information)	45.00	Refund deposit
18-Oct-16	(Personal Information)	400.00	Refund deposit
19-Oct-16	(Personal Information)	25.00	Refund deposit
24-Oct-16	(Personal Information)	50.00	Refund deposit
24-Oct-16	(Personal Information)	50.00	Refund Allot key deposit
26-Oct-16	(Personal Information)	50.00	Refund deposit
26-Oct-16	(Personal Information)	5.00	Refund deposit
28-Oct-16	(Personal Information)	50.00	Refund deposit
28-Oct-16	(Personal Information)	46.50	Child's party refund
17-Oct-16	Churches Together in Wdly	50.00	Refund deposit
07-Oct-16	Directdoors.co.uk	989.02	Pair of Dominion fire doors
18-Oct-16	DirectDoors.com	142.46	Quattro smooth moulded door
03-Oct-16	Kaspersky.co.uk	54.99	Internet Security 2017
26-Oct-16	Lloyds Bank	38028.44	Oct 2016 net payroll
07-Oct-16	PETTY CASH A/C	122.24	Topup petty cash
21-Oct-16	Veolia ES - UK Ltd	957.38	Refuse collection

41367.03

TIMETABLE OF MEETINGS - 2017/18
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All Council and Committee meetings are held on Tuesdays. Plans Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANNING COMMITTEE	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2017</u> 23 May 20 June	<u>2017</u> 6 June	<u>2017</u> 13 June	<u>2017</u> Annual Meeting: 9 May 27 June
18 July 15 August (SH) 12 September	5 September	19 September	3 October
10 October 7 November 5 December	21 November	28 November	12 December
<u>2018</u> 9 January 30 January	<u>2018</u> 16 January	<u>2018</u> 23 January	<u>2018</u> 6 February
27 February 27 March 24 April	10 April (SH)	17 April	Town Electors: 6 March Annual Meeting: 8 May

(SH = School Holidays)

SCHOOL TERM DATES

2017 Tuesday 18 April to Tuesday 25 July
Monday 4 September to Wednesday 20 December
(NOTE: Training days - to be agreed)

Half Term: 29 May - 2 June
Half Term: 23- 27 October

Good Friday: 14 April 2017
WBC Elections: None in 2017

2018 Wednesday 3 January to Thursday 29 March
Monday 16 April to Tuesday 24 July
(NOTE: Training days - to be agreed)

Half Term: 12 - 16 February
Half Term: 28 May - 1 June

Good Friday: 30 March 2018
WBC Elections: 3 May 2018