

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 23 January 2018 at 8:00 pm**

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

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

**Also present:** *Councillor K. Gilder  
1 member of the public*

80. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley and D. Mills.

81. **DECLARATIONS OF INTEREST**

Councillor Stares	Agenda item 11: Reading Road Allotments Lease	Personal – Councillor Stares is an allotment tenant at the site and a member of the Allotments Committee.
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Councillor Walker	Agenda item 8: Charges 2018/19	Personal – Councillor Walker is a member of Woodley Women’s Club, which hires rooms in the Oakwood Centre.
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82. **MINUTES OF THE MEETING HELD ON 28 NOVEMBER 2017**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 28 November 2017 be approved and signed by the Chairman as a correct record.

83. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 1/18.

**RESOLVED:**

- ◆ To note Report No. SR 1/18.

b) **Payments**

**RESOLVED:**

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

	Current account	Imprest account
November 2017	£75,216.65	£44,724.66
December 2017	£85,626.48	£45,926.91

c) **Audit report and risk assessment of financial system's internal controls 2016/17**

The Town Clerk presented the audit report and risk assessment of financial system's internal controls 2016/17 prepared by the internal auditor, Town Clerk/RFO and Finance Officer. Members requested that the auditor's notes be attached to the minutes, together with any actions to take.

**RESOLVED:**

- ◆ To note the audit report and risk assessment of financial system's internal controls 2016/17. The auditor's notes and any actions to take are attached at **Appendix C**.

d) **Appointment of internal auditor**

The Town Clerk presented Report No. SR 2/18.

Members reviewed the proposed internal audit plan and agreed to propose any additions to the plan to the Town Clerk by 26 January 2018.

**RESOLVED:**

- ◆ To appoint Lightatouch Internal Audit Services to provide internal audit services to the Council from 2018/19 to 2020/21 at a cost of £2,500 per annum.
- ◆ To approve the proposed internal audit plan for 2018/19

84. **OAKWOOD CENTRE UPDATE**

The Town Clerk presented Report No. SR 3/18.

Members considered the request from Woodley Business Club for free use of the Oakwood Centre on 11 October 2018 for the Woodley Festival of Business.

**RESOLVED:**

- ◆ To note Report No. SR 3/18.
- ◆ To allow Woodley Business Club to have free use of the Oakwood Centre on 11 October 2018 for the Woodley Festival of Business.
- ◆ To publicise the Council's support to local businesses.

85. **PR / MARKETING WORKING GROUP**

As the PR/Marketing Working Group had not met in December, an update on the group's activities had been circulated to the Committee with the agenda.

The Town Clerk informed Members that the PR/Marketing Co-ordinator had resigned from her post and the position was currently vacant. A new PR/Marketing Co-ordinator would be recruited as soon as possible and the number of hours offered in the contract would be reviewed. The Chairman said that Phillipa Temmink had done a very good job for the Council in this role and asked the Town Clerk to send a letter of thanks.

The use of the Centre Stage for entertainment events was discussed and it was suggested that the use of the stage by charities, and the charges paid by them, be reviewed when the stage had been in use for a full year.

**RESOLVED:**

- ◆ To publicise the Council's new website and the Centre Stage.

86. **INVESTMENTS WORKING PARTY**

The Chairman presented Report No. SR 4/18 of the Investments Working Party meeting held on 16 January 2018.

**RESOLVED:**

- ◆ To note Report No. SR 4/18

**RECOMMENDED:**

- ◆ That the Treasury Management Strategy 2018/19 be approved.

87. **CHARGES 2018/19**

a) **Oakwood Centre charges 2018/19**

The Town Clerk presented the Proposed Charges 2018/19 Appendix and informed Members that on average the charges would be increased by about 2%. In reply to a question she explained that it was difficult to compare the charges at the Oakwood Centre with those at other venues as there were paid staff providing a service at the Oakwood Centre, which was not the case at venues such as community halls, and the facilities at the Oakwood Centre were superior to community halls.

**RECOMMENDED:**

- ◆ That the 2018/19 charges at the Oakwood Centre, as set out in the Proposed Charges 2018/19 Appendix, be approved.

b) **Leisure Services charges 2018/19**

Members considered the recommendation from the Leisure Services Committee regarding the charges for Town Council leisure facilities. In response to a question about the 20% increase in charges for Brownies using Coronation Hall, the Town Clerk explained that the hourly charge would be increased from £10 to £12 because the cost of a caretaker to open and close the hall needed to be covered and the current charge was very low.

**RECOMMENDED:**

- ◆ That the charges for Leisure Services in 2018/19, as set out in the Proposed Charges 2018/19 Appendix, be approved.

88. **REVISED ESTIMATES 2017/18**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 5/18.

**RESOLVED:**

- ◆ To note Report No. SR 5/18.
- ◆ To approve the 2017/18 Revised Budget Estimates, as set out in the Budget Appendix.

b) **Leisure Services and Planning Committees**

**RESOLVED:**

- ◆ To approve the 2017/18 Revised Budget Estimates of the Leisure Services and Planning Committees, as set out in the Budget Appendix.

89. **BUDGET ESTIMATES 2018/19**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 6/18

**RESOLVED:**

- ◆ To note Report No. SR 6/18.
- ◆ That the 2018/19 Budget Estimates for the Strategy and Resources Committee, as set out in the Budget Appendix, form part of the 2018/19 Budget and be presented for approval.

b) **Leisure Services and Planning Committees**

**RESOLVED:**

- ◆ That the 2018/19 Budget Estimates for the Leisure Services and Planning Committees, as set out in the Budget Appendix, form part of the 2018/19 Budget and be presented for approval.

The Chairman thanked the Town Clerk and her team for their excellent work in putting the budget together each year.

c) **Budget and Precept 2018/19**

The Town Clerk presented Report No. SR 7/18.

**RESOLVED:**

- ◆ To note Report No. SR 7/18.

**RECOMMENDED:**

- ◆ That the budget for 2018/19 be presented to Council for approval.
- ◆ That a precept level of £1,101,119 for the 2018/19 financial year be presented to Council for approval.

90. **READING ROAD ALLOTMENT AND TOWN LANE FIELDS SITE: LEASE**

The Town Clerk presented Report No. SR 8/18 and informed Members that the existing lease from Reading Borough Council for the Reading Road Allotment Site would expire on 5 March 2018. Reading Borough Council had offered a new 10 year lease for the site from 6 March 2018 at a rent of £7,300 per annum, with a rent review to take place on 6 March 2023.

Members considered the terms of the proposed lease, as presented.

**RESOLVED:**

- ◆ To approve the offer and terms of a new 10 year lease from Reading Borough Council for the Reading Road Allotment and Town Lane Fields site.

91. **EXTERNAL FUNDING PROJECT LIST**

**RESOLVED:**

- ◆ To note the external funding project list.

Under this item two Members reported that they had been contacted by residents who had sustained injuries after tripping on uneven paving in the town centre, where tree roots

were lifting the paving slabs, and asked whether the Council would consider removing the trees that were causing this problem. The Town Clerk explained that this was the responsibility of Wokingham Borough Council and the Chairman informed Members that methods of solving this problem would be investigated by the Borough Council as part of the next phase of the improvement works to the town centre. In the meantime he recommended that the residents concerned write to Wokingham Borough Council about their accidents due to the uneven slabs in that area.

92. **RECOMMENDATION FROM THE PLANNING COMMITTEE**

Members considered a recommendation from the Planning Committee that £7,000 be allocated from the general reserve to fund the purchase of speed detection equipment and accessories required to set up and run a Community Speedwatch scheme in Woodley. (Planning Committee, 9 January 2018, minute number 151.)

**RESOLVED:**

- ◆ To allocate £7,000 from the general reserve to fund the purchase of speed detection equipment and accessories required to set up and run a Community Speedwatch scheme in Woodley.
- ◆ To amend the revised budget estimates 2017/18 accordingly before presenting them to Council for approval.

93. **RISK MANAGEMENT WORKING PARTY**

Following the resignation of Councillor Lay from the Risk Management Working Party it was

**RESOLVED:**

- ◆ To appoint Councillor Stares to the vacant position on the Risk Management Working Party.

94. **WOODFORD PARK LEISURE CENTRE REGENERATION TASK AND FINISH GROUP**

Members considered a proposal from the Leisure Services Committee that, following the resignation of Councillor Lay as a Leisure Services Committee appointee on the Woodford Park Leisure Centre Task and Finish Group, the number of appointees from each of the Leisure Services and Strategy and Resources Committees be reduced from four to three. (Leisure Services Committee, 16 January 2018, minute number 53.) It was agreed that the Chairman would speak to the Strategy and Resources appointees to the group seeking one resignation from the group.

**RESOLVED:**

- ◆ To amend the terms of reference of the Woodford Park Leisure Centre Task and Finish Group to state that three members from each of the Leisure Services and Strategy and Resources Committees be appointed to the task and finish group. The amended terms of reference are attached at **Appendix D**.

95. **PUBLIC TOILET UPDATE**

Members noted that the licence with Wokingham Borough Council to site the public toilet in the town centre had been agreed and signed. The Council was awaiting a quote for the unit before placing an order.

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

Members noted that the November Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £48,347.

97. **FUTURE AGENDA ITEMS**  
There were no suggestions for future agenda items.

98. **PUBLICITY AND WEBSITE**  
No additional suggestions were put forward to be publicised or added to the website.

99. **EXCLUSION OF 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 following agenda item.

100. **WOODLEY AIRFIELD YOUTH AND COMMUNITY CENTRE**  
The Town Clerk updated Members on matters relating to the Woodley Airfield Youth and Community Centre.

Before closing the meeting, Members noted the confidential financial performance figures for the Gym on the Park, which had been tabled at the meeting.

The meeting closed at 10:00 pm

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## Woodley Town Council 2017/2018

## Current Account

## List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u> <u>Paid</u>	
23-Nov-17	Activate Enterprise	500.00	Staff training
10-Nov-17	Airquee Ltd	411.01	Bouncy castle test WPLC
17-Nov-17	Alan Hadley Ltd	276.00	Refuse collection
30-Nov-17	Alan Hadley Ltd	276.00	Refuse collection
23-Nov-17	Allen's Design & Print Ltd	1951.00	WTCMI winter extravagana
03-Nov-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
17-Nov-17	B & S Chains (Midlands) Ltd	746.40	Building supplies/play sand
10-Nov-17	Be Fuelcards Ltd	0.85	Admin charge
17-Nov-17	Be Fuelcards Ltd	79.63	Diesel fuel
23-Nov-17	Bowak Ltd	920.20	Cleaning supplies
03-Nov-17	Brady Corp. Ltd	72.91	Fire signage
23-Nov-17	Brown Bag Cafe Ltd	874.32	Catering services
23-Nov-17	BT Telephone Payment Centre	132.96	Phone
03-Nov-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
23-Nov-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
01-Nov-17	Club Manager Ltd	80.40	Club Manager membership
23-Nov-17	CoolerAid Ltd	189.60	Bottled water
20-Nov-17	Crown Gas & Power	601.92	Gas supply
20-Nov-17	Crown Gas & Power	536.32	Gas supply
20-Nov-17	Crown Gas & Power	265.67	Gas supply
20-Nov-17	Crown Gas & Power	135.05	Gas supply
17-Nov-17	Eco-Sol Ltd	82.40	Fire retardant spray
03-Nov-17	EDF Energy 1 Ltd	12.88	Electricity supply
30-Nov-17	EDF Energy 1 Ltd	12.44	Electricity supply
23-Nov-17	Envidia Ltd	100.00	Coach
10-Nov-17	Epos Now Ltd D/D	30.00	EPOS till mthly charge
23-Nov-17	Fraser Office Supplies Ltd	440.21	Stationery supplies
23-Nov-17	Gap Group Ltd	87.75	Building supplies
09-Nov-17	Global 4 Communications	295.73	Phone
23-Nov-17	HMRC Cumbernauld	13020.57	PAYE & NI
03-Nov-17	ICON Training	91.43	Staff training
03-Nov-17	IMAGE BOX	300.00	WPLC logo
03-Nov-17	InTouch	35.99	Monthly website charge
23-Nov-17	InTouch	35.99	Monthly website charge
30-Nov-17	InTouch	35.99	Monthly website charge
10-Nov-17	John Willis	120.00	Window cleaner
03-Nov-17	Keep Mobile	500.00	Grant
10-Nov-17	Le Mark Group Ltd	657.48	Harmony Matt black flooring
03-Nov-17	Lend & Play Toy Library	500.00	Grant
27-Nov-17	Les Mills Fitness UK Ltd	192.00	Coach
17-Nov-17	Lister Wilder Ltd	56.86	Gardening supplies
14-Nov-17	Lloyds Bank D/D	193.43	Monthly cardnet service charge
23-Nov-17	Lyreco UK Ltd	38.17	Stationery supplies
14-Nov-17	Mainstream Digital Ltd	1.12	Phone
15-Nov-17	Merchant Rentals Ltd	30.58	Cardnet Machine monthly rental
23-Nov-17	Office Depot International UK Ltd	72.30	Stationery supplies
03-Nov-17	P&H Direct Van Sales Ltd	90.91	Vending supplies
10-Nov-17	P&H Direct Van Sales Ltd	92.65	Vending supplies

17-Nov-17	P&H Direct Van Sales Ltd	113.67	Vending supplies
23-Nov-17	P&H Direct Van Sales Ltd	148.56	Vending supplies
30-Nov-17	P&H Direct Van Sales Ltd	217.86	Vending supplies
03-Nov-17	PHS Group	315.49	Dust mat Qtrly rental
02-Nov-17	Pitney Bowes Ltd	100.00	Postage top up
10-Nov-17	Plusnet Plc	52.20	Phone
17-Nov-17	Plusnet Plc	38.40	Phone
23-Nov-17	Prudential	30.00	AVC payment deducted from pay
10-Nov-17	R3 Environmental Solutions Ltd	252.00	Disposal of misc equipment
03-Nov-17	Readibus	8740.00	Grant
10-Nov-17	Rigby Taylor	528.00	Gardening supplies
06-Nov-17	SGW Payroll Ltd	165.14	Payroll services
17-Nov-17	Shuretech Ltd	228.00	Call out - Coro hall shutters
15-Nov-17	Siemens Financial Services	1100.80	Gym equip monthly rental
23-Nov-17	SSE Southern Electric	948.62	Electricity supply
23-Nov-17	The Berkshire Pension Fund	12633.31	Pension - employers & employees
30-Nov-17	The Crown Estate Commissioners	705.00	WTCMI Christmas tree
29-Nov-17	Total Gas & Power Ltd	629.43	Electricity supply
17-Nov-17	Trade UK - Screwfix	233.93	Building supplies
23-Nov-17	Trade UK - Screwfix	656.22	Building supplies
10-Nov-17	Traditional Local Cleaning Ltd	1655.34	Contract cleaning
23-Nov-17	Travis Perkins Trading Co	144.00	Building supplies
23-Nov-17	Unison Collection Ac	34.00	Union fees deducted from pay
23-Nov-17	Veolia ES - UK Ltd	495.82	Refuse collection
22-Nov-17	Vodafone	249.48	Phone
03-Nov-17	Wagstaff Bros Ltd	5514.00	Banquet chairs OC
03-Nov-17	Windowflowers Ltd	864.00	WTCMI plants
01-Nov-17	Wokingham BC	40.00	Rates
01-Nov-17	Wokingham BC	154.00	Rates
01-Nov-17	Wokingham BC	340.00	Rates
01-Nov-17	Wokingham BC	839.00	Rates
01-Nov-17	Wokingham BC	2563.00	Rates
03-Nov-17	Wokingham-Citizens Advice	3159.00	Grant
03-Nov-17	Wormsley Estate Ltd	480.00	Gardening supplies
03-Nov-17	XN Media Ltd	864.00	WTCMI advertisement
17-Nov-17	Yarnold Heating and Plumbing Ltd	190.00	Remove radiator OC

75216.65

## CLERKS IMPREST A/C

### List of Payments made between 01/11/2017 and 30/11/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
06-Nov-17	(Personal Information)	150.00	Refund deposit
06-Nov-17	(Personal Information)	50.00	Refund deposit
06-Nov-17	(Personal Information)	50.00	Refund deposit
06-Nov-17	(Personal Information)	45.98	Gym charged twice
08-Nov-17	(Personal Information)	32.97	Camouflage netting
13-Nov-17	(Personal Information)	100.00	Refund deposit
13-Nov-17	(Personal Information)	45.00	Refund deposit
13-Nov-17	(Personal Information)	200.00	Refund deposit
15-Nov-17	(Personal Information)	15.00	Refund deposit
20-Nov-17	(Personal Information)	50.00	Refund deposit



20-Nov-17	(Personal Information)	50.00	Refund deposit
20-Nov-17	(Personal Information)	50.00	Refund deposit
20-Nov-17	(Personal Information)	50.00	Refund deposit
20-Nov-17	(Personal Information)	50.00	Refund deposit
27-Nov-17	(Personal Information)	50.00	Refund deposit
27-Nov-17	(Personal Information)	100.00	Refund deposit
27-Nov-17	(Personal Information)	170.00	Refund deposit
29-Nov-17	(Personal Information)	66.85	Tactical protective vests
06-Nov-17	Amazon-Huhushopuk	-64.69	Goods not delivered
23-Nov-17	Amersham & Wycombe	50.00	Staff training
23-Nov-17	Argos.co.uk	48.94	Fibre optic 6ft tree - OC
20-Nov-17	Dance Reality	100.00	Refund deposit
23-Nov-17	Defibshop.co.uk	104.40	Lifeline AED adult defib pads
22-Nov-17	Krowmark	58.74	Staff uniform - tops
22-Nov-17	Lloyds Bank	42154.94	Net payroll - Nov 2017
10-Nov-17	Lloyds Bank D/D	8.67	Monthly bank service charges
03-Nov-17	PETTY CASH A/C	134.60	Top up petty cash
22-Nov-17	PETTY CASH A/C	127.08	Top up petty cash
28-Nov-17	Safety Supply Co	53.88	Staff uniform - shoes
28-Nov-17	Shaws & Sons Ltd	234.00	Memoriam binder/paper
22-Nov-17	The Bulmershe School	7.00	Gala night ticket
01-Nov-17	Total Workwear	23.70	Staff uniform-Trousers
28-Nov-17	Vanessa Treasure Designs	319.80	Black wrap armbands
27-Nov-17	Woodley Bridge Club	37.80	WPLC course cancelled
		44724.66	

## Woodley Town Council 2017/2018

## Current Account

## List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u> <u>Paid</u>
14-Dec-17	Alan Hadley Ltd	276.00 Refuse collection
08-Dec-17	All Aspects	865.00 Gym works retention paid
14-Dec-17	Allen's Design & Print Ltd	54.00 WCTMI-Art works
14-Dec-17	Arkell - Hurcombe-Bronzeworks	96.60 Bronze plaque
21-Dec-17	Arkell - Hurcombe-Bronzeworks	96.60 Bronze plaque
08-Dec-17	Axminster Tool Centre Ltd	422.82 Building supplies
21-Dec-17	Badminton England	15.00 Staff training on-line
08-Dec-17	BALC	48.00 Auditor & finance training
21-Dec-17	BCM Group Plc	96.47 Service & maint photocopier WPLC
01-Dec-17	Be Fuelcards Ltd	29.53 Petrol - Depot
08-Dec-17	Be Fuelcards Ltd	10.04 Fuelcard admin charge
08-Dec-17	Berkshire Tree Care	1488.00 Remove trees - Bowling green
21-Dec-17	Bowak Ltd	356.21 Cleaning supplies
21-Dec-17	Brown Bag Cafe Ltd	1874.46 Catering services
11-Dec-17	BT Telephone Payment Centre	163.56 Phone
01-Dec-17	CF Corporate Finance Ltd	166.32 Qtrly Photocopier charge
21-Dec-17	Churchill Contract Services Ltd	2260.33 Contract cleaning
01-Dec-17	Club Manager Ltd	80.40 Club Manager membership
21-Dec-17	CoolerAid Ltd	181.68 Bottled water
18-Dec-17	Crown Gas & Power	217.30 Gas supply
18-Dec-17	Crown Gas & Power	235.16 Gas supply
18-Dec-17	Crown Gas & Power	767.14 Gas supply
18-Dec-17	Crown Gas & Power	969.62 Gas supply
08-Dec-17	Energy Electrical Distributors Ltd	69.00 Electrical supplies
12-Dec-17	Epos Now Ltd D/D	30.00 EPOS till mthly charge
08-Dec-17	Eurodec Ltd	114.93 Building supplies
08-Dec-17	Fencing Products Ltd	228.60 Building supplies
21-Dec-17	Fencing Products Ltd	163.80 Building supplies
21-Dec-17	Fiddes & Son Ltd - Bowcom	840.00 White line marker/paint
14-Dec-17	Fox Williams LLP	2430.60 Legal services
21-Dec-17	Fraser Office Supplies Ltd	242.64 Stationery supplies
08-Dec-17	Fuel Fitness Ltd	25.00 Coach
11-Dec-17	Global 4 Communications	274.34 Phone
14-Dec-17	HMRC Cumbernauld	12605.36 PAYE & NI
08-Dec-17	John Willis	120.00 Window cleaner
21-Dec-17	Landshape Ltd	10536.00 Lake project survey
27-Dec-17	Les Mills Fitness UK Ltd	192.00 Coach
05-Dec-17	Lloyds Bank D/D	34.48 Monthly bank service charges
14-Dec-17	Lloyds Bank D/D	110.32 Monthly cardnet service charge
14-Dec-17	Mainstream Digital Ltd	0.34 Phone
15-Dec-17	Merchant Rentals Ltd	30.58 Cardnet Machine monthly rental
08-Dec-17	MKR Electrical Services Ltd	2143.14 Electrical supplies
21-Dec-17	Office Depot International UK Ltd	58.94 Stationery supplies
08-Dec-17	P&H Direct Van Sales Ltd	103.00 Vending supplies
14-Dec-17	P&H Direct Van Sales Ltd	89.79 Vending supplies
08-Dec-17	Pitney Bowes Ltd	100.00 Postage top up
13-Dec-17	Pitney Bowes Ltd	100.00 Postage top up
11-Dec-17	Plusnet Plc	52.20 Phone

15-Dec-17	Plusnet Plc	38.40	Phone
14-Dec-17	Prudential	30.00	AVC payment deducted from pay
27-Dec-17	Public Works Loan Board	10640.58	PWLB Loan payment
08-Dec-17	R.E.S. Systems Ltd	1742.04	Fire extinguisher service
14-Dec-17	Rialtas Business Solutions Ltd	756.00	Omega accounts annual support
08-Dec-17	Richard Wheeler Signs Ltd	2172.21	WTC new logo signs
08-Dec-17	Rigby Taylor	187.32	Gardening supplies
08-Dec-17	Sabercom Ltd	300.00	Software/hardware support
07-Dec-17	SGW Payroll Ltd	171.26	Payroll services
15-Dec-17	Siemens Financial Services	1100.80	Gym equip monthly rental
21-Dec-17	Siemens Financial Services Ltd	780.00	Qtrly Photocopier charge
14-Dec-17	Southern Electric Contracting Ltd	279.47	Electricity supply
08-Dec-17	Spaldings Ltd	265.68	Gardening supplies
21-Dec-17	Spaldings Ltd	141.10	Gardening supplies
21-Dec-17	Springfield Supplies & Projects Ltd	202.80	Table top - OC
08-Dec-17	SSE Southern Electric	307.07	Electricity supply
21-Dec-17	SSE Southern Electric	1399.63	Electricity supply
21-Dec-17	Stationery UK Ltd	39.13	Stationery supplies
14-Dec-17	Technical Surfaces Ltd	360.00	3G pitch matchfit contract
14-Dec-17	The Berkshire Pension Fund	12291.86	Pension - employers & employees
21-Dec-17	The Letterworks Ltd	848.40	News letter
20-Dec-17	Total Gas & Power Ltd	1456.71	Electricity supply
08-Dec-17	Trade UK - BandQ	793.20	Building supplies
08-Dec-17	Trade UK - Screwfix	42.48	Building supplies
21-Dec-17	Trade UK - Screwfix	268.82	Building supplies
21-Dec-17	Traditional Local Cleaning Ltd	2067.37	Contract cleaning
21-Dec-17	Ukactive	293.56	Music licence
14-Dec-17	Unison Collection Ac	34.00	Union fees deducted from pay
21-Dec-17	Veolia ES - UK Ltd	487.39	Refuse collection
18-Dec-17	Vodafone	252.90	Phone
08-Dec-17	West Berkshire Council	475.00	Premises licence fees
01-Dec-17	Wokingham BC	40.00	Rates
01-Dec-17	Wokingham BC	154.00	Rates
01-Dec-17	Wokingham BC	340.00	Rates
01-Dec-17	Wokingham BC	839.00	Rates
01-Dec-17	Wokingham BC	2563.00	Rates

85626.48

## CLERKS IMPREST A/C

### List of Payments made between 01/12/2017 and 31/12/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
04-Dec-17	(Personal Information)	50.00	Refund deposit
07-Dec-17	(Personal Information)	15.00	Refund deposit
08-Dec-17	(Personal Information)	25.00	Eye test - Boots Optician
11-Dec-17	(Personal Information)	32.76	Refund WPLC course
11-Dec-17	(Personal Information)	50.00	Refund deposit
11-Dec-17	(Personal Information)	50.00	Refund deposit
11-Dec-17	(Personal Information)	150.00	Refund deposit
13-Dec-17	(Personal Information)	100.00	Grant
13-Dec-17	(Personal Information)	100.00	Grant
13-Dec-17	(Personal Information)	100.00	Grant
13-Dec-17	(Personal Information)	100.00	Grant

14-Dec-17	(Personal Information)	21.36	Wall clock/KAC test key WPLC
18-Dec-17	(Personal Information)	50.00	Refund deposit
22-Dec-17	(Personal Information)	15.00	Refund deposit
22-Dec-17	(Personal Information)	50.00	Refund deposit
22-Dec-17	(Personal Information)	15.00	Refund deposit
27-Dec-17	(Personal Information)	50.00	Refund deposit
06-Dec-17	Amazon UK	13.98	Mini keyboard
04-Dec-17	AO Retail Ltd	317.99	WP flat washing mach/microwave
13-Dec-17	Berks Multi Sciero	250.00	Grant
13-Dec-17	Berks Vision	250.00	Grant
27-Dec-17	Brightons Newsagents	56.52	Newspapers
11-Dec-17	C.A.T.A.	200.00	Refund deposit
13-Dec-17	DVLA Vehicle tax	240.00	RY54 DBU-Vehicle tax
13-Dec-17	Home Start-Wokingham	250.00	Grant
20-Dec-17	Lloyds Bank	42585.84	Net December 2017 payroll
15-Dec-17	Lloyds Bank D/D	11.80	Bank service charge
22-Dec-17	ME2 Club	50.00	Refund deposit
14-Dec-17	Money claim.gov.uk	25.00	Court fee-money claim
22-Dec-17	PETTY CASH A/C	105.60	top up petty cash
12-Dec-17	Waitrose	80.51	Mayor's reception-wine
14-Dec-17	Waitrose	-34.45	Mayor's reception-returned wine
13-Dec-17	Wdly Adopt a Street	250.00	Grant
11-Dec-17	Wokingham Volunteer Centre	250.00	Grant
11-Dec-17	Woodley Light Opera	50.00	Refund deposit

45926.91

**Audit report & Risk assessment of financial systems' internal controls for Woodley Town Council 2016/17 prepared by the Internal Auditor, Town Clerk/RFO and Finance Officer on 23 January 2017 and 19 June 2017.**

**Standing Orders and Financial Regulations**

Audit Note: It is understood from the Town Clerk that a further review of these documents (Standing Orders and Financial Regulations) will be carried out in 2018/2019.

*Plans will be made to start this process in the 2018/19 financial year*

**Competitive purchasing**

Audit note: Any Town Council project should be confirmed in the minutes of the Town Council and the funds used during the agreed financial years. (Projects and spending/allocation of funds are approved at the time.)

*Above process is followed – budget expenditure approved by Council, additional allocations also approved by relevant committee.*

**Regular review and documenting of internal financial controls**

Audit note: Financial controls should be reviewed if there is a change in key staff or an introduction on a replacement financial system.

*This would be carried out in circumstances of a change of key staff or a new financial system.*

**Proper recording and prompt banking of income**

Audit note: There are compensating controls as the details of the bank slip number are recorded in the cash book to maintain an Internal Audit trail.

*Checks in place*

**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**

Three Members from the Strategy and Resources Committee

Three 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.