

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 27 November 2018 at 8:00 pm

Present: *Councillors K. Baker (Chairman); J. Cheng; D. Mills; D. Stares; M. Walker*

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
C. Holland, Maintenance Manager; L. Matthews, Committee Officer*

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

Before the start of the meeting, the Chairman welcomed Colin Holland, who had recently taken up the position of Maintenance Manager and Councillors present introduced themselves to Mr Holland.

43. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, A. Chadwick and D. Smith.

44. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

45. **MINUTES OF THE MEETING HELD ON 18 SEPTEMBER 2018**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 18 September 2018 be approved and signed by the Chairman as a correct record.

46. **APPOINTMENT OF VICE CHAIRMAN**

Members noted that Councillor Dolinski had resigned from the Conservative Group and from the Strategy and Resources Committee.

Having been duly nominated, it was

RESOLVED:

- ◆ That Councillor Brindley be appointed Vice Chairman of the Strategy and Resources Committee.

47. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 32/18. In reply to a question about the level of partial exemption, the Town Clerk said she planned to speak with the accountant about this matter later in the week during his planned visit.

RESOLVED:

- ◆ To note Report No. SR 32/18.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
September 2018	£62,126.28	£47,191.17
October 2018	£193,777.64	£48,015.16

c) **Loan approval application**

Members noted that the application to the Public Works Loan Board for an annuity loan of £240,000, payable over 25 years, had been approved and the funds had been received and allocated to earmarked reserves as follows:

- Lake project: £90,000
- Woodford Park Leisure Centre refurbishment: £70,000
- Maintenance workshop: £80,000

d) **Temporary investment**

RESOLVED:

- ◆ To note the short-term investment of £250,000 in a Santander Time Deposit Account on 28 September 2018 for a period of 6 months at a rate of 0.45%.

e) **Internal audit**

RESOLVED:

- ◆ To receive the report of the Council's internal auditors for the period from April to September 2018.

48. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 33/18 and informed Members that dynamic leak testing had been carried out at the Oakwood Centre by RAMS Consultancy to test for water ingress from the roof, windows and doors. The subsequent report identified a number of issues, including numerous areas of damaged or perished membrane in the box gutters, missing or perished flashing seals to the windows, poorly fitted doors and areas of ingress around window fittings. RAMS had been asked to produce a specification for remedial works to enable quotes to be obtained for a warranted repair.

Members were also informed that RAMS Consultancy had carried out further investigation of the damage to the Oakwood Centre flooring and it was possible that an undiscovered leak beneath the floor may be the cause of the damp in the floor, skirting and lower walls. Further testing would be undertaken to identify the source of the water.

The Deputy Town Clerk reported that the hot water cylinder above the theatre had failed and had been replaced with a modern cylinder and boiler set up, which would be more efficient than the old unit.

The Chairman commented that the high maintenance costs that were currently being encountered showed how important it was to have sufficient reserves to carry out unexpected work when it was needed. He thanked officers for ensuring the reserves were maintained at a suitable level.

Members noted that the recent Open Day to promote the Oakwood Centre for social bookings and functions had been successful, despite not being very well attended. Further Open Days would be considered by the PR/Marketing Working Group and the Chairman suggested that future Open Days could possibly include tours of the building to show exactly what facilities were on offer. The Deputy Town Clerk said that the PR/Marketing Co-ordinator and the Venues Manager had learned a great deal from the first Open Day, which would help to improve subsequent events, and Members commented that the building had looked very nice.

RESOLVED:

- ◆ To note Report No. SR 33/18.

49. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports No. SR 34/18 and SR 35/18 of the Catering Partnership meetings held on 21 September 2018 and 16 November 2018 and confidential information on the monthly catering income was tabled. Members noted that the partnership was working well.

RESOLVED:

- ◆ To note Report No. SR 34/18.
- ◆ To note Report No. SR 35/18.

50. **PR/MARKETING WORKING GROUP**

The Chairman presented Report No. SR 36/18 of the PR/Marketing Working Group meeting held on 8 October 2018, which had focussed on arrangements for the commemoration of the 100th anniversary of the end of the First World War on 11 November 2018. Members were pleased to note that the day had gone very well, with an estimated attendance in excess of 2,000. In addition to this, the local schools had held their own Remembrance event on Friday 9 November. Members were also pleased to note that the 'Woodley in WW1' panels, which had been installed close the war memorial, had been very well received and were very popular with local residents.

The Chairman noted that the commemoration event at the Chequers pub had also been very busy and had raised approximately £1,200 for Help For Heroes. The Chairman had thanked the pub landlord for hosting the event.

The Deputy Town Clerk informed Members that a video had been made of the events at the war memorial and in the Oakwood Centre. The video was available to view on YouTube and would be posted on the Council's website.

RESOLVED:

- ◆ To note Report No. SR 36/18.

51. **INVESTMENTS WORKING PARTY**

The Chairman presented Report No. SR 37/18 of the Investments Working Party meeting held on 12 November 2018.

RESOLVED:

- ◆ To note Report No. SR 37/18.

RECOMMENDED:

- ◆ That the Treasury Management Strategy 2019/20 be approved.

52. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 38/18, 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 Multiple Sclerosis Therapy Centre	£250	Towards the cost of providing a range of treatments and therapies.
Home-Start Wokingham District	£250	Towards the cost of running a training course for new volunteers.
Sue Ryder 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.
Wokingham Volunteer Centre	£250	Towards the cost of providing the Green'n'Tidy gardening service and finding volunteers for many charities within Woodley.
Woodley Adopt A Street Project (WASP)	£250	To purchase additional equipment for the volunteers to use.
Woodley and North Earley Community Forum	£240	Towards the cost of producing and distributing information leaflets for Woodley residents.
<u>Individuals</u>		
William Cowen (Gymnastics: GB Tumbling squad)	£100	Towards the costs of GB kit and travelling and accommodation for the World Championships in Russia.
Rosie Cowen (Gymnastics: Tumbling)	£100	Towards the cost of attending Regional training and the cost of squad kit.

53. **ALLOTMENT RENT REVIEW**

The Deputy Town Clerk tabled an amended Report No. SR 39/18, as the report included in the agenda contained some arithmetical errors. The Deputy Town Clerk presented the amended Report No. SR 39/18, setting out the proposed allotment charges from January 2020. Members noted that the lease with Reading Borough Council for the site had been renewed in 2018 for 10 years with an increase of £1,000 in the annual charge.

RESOLVED:

- ◆ To note Report No. SR 39/18.
- ◆ To increase the allotment plot charges from January 20120 by 3.9% in line with the Retail Price Index figure in September 2018 plus an additional 5% (8.3% overall) to offset the impact of the increase in lease cost.
- ◆ That the following charges be made for allotment plots at the Reading Road site in 2020:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£46.50	£4	£50.50	Woodley Resident – State pensioner	£34.90	£4	£38.90
	Non Woodley	£69.80	£4	£73.80	Non Woodley – State pensioner	£52.30	£4	£56.30
5	Woodley Resident	£23.25	£2	£25.25	Woodley Resident – State pensioner	£17.45	£2	£19.45
	Non Woodley	£34.59	£2	£36.90	Non Woodley – State pensioner	£26.15	£2	£28.15

The Chairman asked that officers explain to the allotment tenants why the increase in charges was necessary.

54. **RENEWABLE ENERGY**

The Deputy Town Clerk presented Report No. SR 40/18. He reported that Shared Legal Solutions had reviewed the contract document with Reading Community Energy Society for the supply of electricity and installation of solar panels on the Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall, and had suggested some minor amendments.

Members were informed that the independent structural survey of the roof at Woodford Park Leisure Centre, required before the installation of panels could be undertaken, had taken place that day and the installation would proceed as soon as possible. The Deputy Town Clerk explained that there would be a delay to the installation of panels at Coronation Hall as asbestos needed to be removed from the roof space first. The installation of panels at the Oakwood Centre could not proceed until the remedial works to prevent water ingress had been carried out, and the building would therefore be added to the scheme in the future.

RESOLVED:

- ◆ To note Report No. SR 40/18.

55. **FUNDING FOR PREMISES REPAIRS**

The Deputy Town Clerk presented Report No. 41/18.

Members considered allocating £50,000 from the General Reserve to the Buildings and Facilities Fund to fund costs associated with the following projects:

- Oakwood Centre water ingress and flooring issues. (£20,000 allocation to earmarked reserve, as agreed previously.)
- Coronation Hall asbestos removal from roof space and replacement of partitions. (Estimated at £10,000.)
- Woodford Park Leisure Centre heating system/hot water improvements. (Estimated at £6,000.)

The Town Clerk gave an update to the figures given in the report and informed Members that if this allocation was approved the General Reserve would stand at £423,417.

RESOLVED:

- ◆ To note Report No. SR 41/18.
- ◆ To allocate £50,000 from the General Reserve to the Buildings and Facilities Fund to fund costs associated with the following projects:
 - Oakwood Centre water ingress and flooring issues.
 - Coronation Hall asbestos removal from roof space and replacement of partitions.
 - Woodford Park Leisure Centre heating system/hot water improvements.

56. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 17 October 2018.

57. **PROJECTS SCHEDULE 2018/19**

The Deputy Town Clerk presented the updated Projects Schedule 2018/19. He informed Members that the planning application for the new maintenance workshop and maintenance building had been submitted. Members asked for the date given for the completion of the public toilet in the town centre to be amended. The Chairman suggested that it would be helpful to add the budget for each project into the table.

RESOLVED:

- ◆ To note the information contained in the updated Projects Schedule 2018/19.

58. **COUNCIL MEETING DATES 2019/20**

RECOMMENDED:

- ◆ That the schedule of meetings for the 2019/20 municipal year, as attached at **Appendix C**, be approved.

59. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

Members noted the statistics for website views, searches and usage given in the agenda. The Deputy Town Clerk reported that there had been a general increase in the website usage month on month, including an increase in the amount of redirection of users from social media. The search activity for information on halls and room hire was also increasing.

60. **PUBLIC TOILET UPDATE**

The Town Clerk informed Members that following issues relating to land ownership the contractor was now waiting for Wokingham Borough Council to notify them of the dates when the installation could take place. The crane and traffic management information required for the road closure permission to be granted had been submitted to the Highways Department by the contractor and because of the delay the applications for permission to connect to the utilities had been resubmitted. Following the installation of the toilet unit it would take three weeks for the utilities to be connected.

61. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
- a) Members noted that the September Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £59,307.
- b) Members considered a request from Wokingham Borough Council for CIL funds in relation to the integration of NHS professionals (including Health Visitors) into Ambleside Children's Centre to provide one point of contact for children and parents/carers of young children.

RESOLVED:

- ◆ To turn down the request from Wokingham Borough Council for CIL funds in relation to the integration of NHS professionals (including Health Visitors) into Ambleside Children's Centre to provide one point of contact for children and parents/carers of young children.

62. **BOROUGH/PARISH LIAISON FORUM**
Members noted the minutes of the Borough/Parish Liaison Forum held on 8 October 2018.

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

64. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The awarding of the Community Grants.
 - The installation of solar panels on Council buildings.

65. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

The Deputy Town Clerk left the meeting at this point.

66. **PERSONNEL SUB-COMMITTEE**
The Town Clerk presented Report No. SR 42/18 of the Personnel Sub-Committee meeting held on 16 November 2018.

RESOLVED:

- ◆ To note Report No. SR 42/18.
- ◆ To establish an Apprentice Administrative Assistant post in the Council offices, funded from vacancy savings in Central Costs in 2018/19 and by the allocation of the recommended additional funding in 2019/20.
- ◆ To approve the extension of the Deputy Town Clerk's pay grade to spinal column point 50 of the NJC Local Government pay scale.
- ◆ That the Deputy Town Clerk be placed on the recommended point on the NJC Local Government pay scale with effect from 1 October 2018 and progress to the next point on the scale from 1 April 2019.

- ◆ To approve the extension of the pay grade of the Senior Groundsperson postholder to incorporate spinal column points 18 – 25 of the NJC Local Government pay scale with effect from 1 October 2018.
- ◆ That the Senior Groundsperson postholder be placed on the recommended point of the NJC Local Government pay scale with effect from 1 October 2018 and progress to the next point on the scale from 1 April 2019.

The meeting closed at 9:30 pm

Woodley Town Council 2018/2019**Current Account****List of Payments made between 01/09/2018 and 30/09/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
21-Sep-18	Advanced Maintenance UK Ltd	767.40	Plumbing works
07-Sep-18	Alan Hadley Ltd	286.80	Refuse collection
21-Sep-18	Alan Hadley Ltd	286.80	Refuse collection
07-Sep-18	Allen's Design & Print Ltd	234.00	WTCMI- Car boot posters recharged
21-Sep-18	AYS Cleaning Contractors Ltd	1656.30	Contract cleaning
20-Sep-18	BCM Group Plc	107.78	Stationery supplies
07-Sep-18	Be Fuelcards Ltd	55.92	Diesel - van
20-Sep-18	Bowak Ltd	470.02	Cleaning supplies
07-Sep-18	Brake Bros Foodservice Ltd	970.86	Vending supplies
14-Sep-18	Brake Bros Foodservice Ltd	293.15	Vending supplies
21-Sep-18	Brake Bros Foodservice Ltd	175.00	Vending supplies
21-Sep-18	Brooklands College	2200.00	Staff training AAT
20-Sep-18	Brown Bag Cafe Ltd	34.38	Catering services
21-Sep-18	Brown Bag Cafe Ltd	280.26	Catering services
07-Sep-18	BT Telephone Payment Centre	169.44	Phone
07-Sep-18	Castle Water	37.19	Water rates
20-Sep-18	Castle Water	919.37	Water rates
03-Sep-18	CF Corporate Finance Ltd	166.32	Qtrly Photocopier charge
21-Sep-18	Churchill Contract Services Ltd	2368.82	Contract Cleaning
03-Sep-18	Club Manager Ltd	80.40	Club Manager membership
21-Sep-18	CoolerAid Ltd	175.38	Bottled water
21-Sep-18	Crown Gas & Power	58.35	Gas supply
21-Sep-18	Crown Gas & Power	103.84	Gas supply
21-Sep-18	Crown Gas & Power	171.77	Gas supply
21-Sep-18	Crown Gas & Power	210.23	Gas supply
07-Sep-18	Earth Anchors Ltd	201.54	Dogs waste bags
14-Sep-18	Earth Anchors Ltd	387.60	Notice board
14-Sep-18	Elite Industrial Supplies Ltd	125.99	Yellow hi-vis jackets
12-Sep-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
07-Sep-18	Eurodec Ltd	166.91	Building supplies
20-Sep-18	Fraser Office Supplies Ltd	42.66	Stationery supplies
20-Sep-18	Gap Group Ltd	627.08	Gardening supplies
21-Sep-18	Gap Group Ltd	48.00	Gardening supplies
07-Sep-18	Gilbert Thompson	520.00	Newsletter delivery
10-Sep-18	Global 4 Communications	296.09	Phone
20-Sep-18	HMRC Cumbernauld	12490.58	PAYE & NI employers & employees
21-Sep-18	InTouch	35.99	Monthly website charge
14-Sep-18	JMVA Ltd	17.50	Website support
20-Sep-18	John Willis	120.00	Window cleaning
14-Sep-18	Lantec Security Ltd	262.80	Fire alarm repairs
27-Sep-18	Les Mills Fitness UK Ltd	192.00	Coach
04-Sep-18	Lloyds Bank D/D	36.75	Bank charges
14-Sep-18	Lloyds Bank D/D	159.13	Monthly cardnet service charge
21-Sep-18	Lyreco UK Ltd	145.40	Stationery supplies
14-Sep-18	M J & K A Collions	285.12	Salt tablet bags
14-Sep-18	Mainstream Digital Ltd	1.96	Phone
20-Sep-18	McVeigh Parker & Co Ltd	2223.00	Lake project work
21-Sep-18	McVeigh Parker & Co Ltd	68.80	Lake project work
17-Sep-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
20-Sep-18	Plusnet Plc	52.20	Phone
21-Sep-18	Plusnet Plc	52.20	Phone
20-Sep-18	Prudential	30.00	AVC payment deducted from pay
25-Sep-18	Public Works Loan Board	1528.16	Public Works Loan
14-Sep-18	Rigby Taylor	2966.20	Surrey loam/lawn sand/3 way rye

21-Sep-18	Riso UK Ltd	247.51	Stationery supplies
20-Sep-18	Serviceline	202.68	Callout to Lincat cooker range
11-Sep-18	SGW Payroll Ltd	165.98	Payroll services
17-Sep-18	Siemens Financial Services	1100.80	Gym equip monthly rental
14-Sep-18	Siemens Financial Services Ltd	720.00	Qtrly Photocopier rental charge
21-Sep-18	Spaldings Ltd	74.20	Vibration tester
20-Sep-18	SSE Southern Electric	2393.78	Electrical supply
07-Sep-18	Stuart Forbes	150.00	Centre stage booking
07-Sep-18	Thames Valley Water Services Ltd	78.00	Water sample checks
20-Sep-18	The Berkshire Pension Fund	13885.94	Pension - employers and employees
20-Sep-18	Trade UK - BandQ	807.50	Building supplies
20-Sep-18	Trade UK - Screwfix	1515.25	Building supplies
21-Sep-18	Travis Perkins Trading Co	223.08	Building supplies
14-Sep-18	Tudor Environmental	183.29	Gardening supplies
03-Sep-18	TV Licensing	150.50	TV Licence
20-Sep-18	Unison Collection Ac	34.00	Union fees deducted from pay
07-Sep-18	Veolia ES - UK Ltd	898.41	Refuse collection
18-Sep-18	Vodafone	303.34	Phone
03-Sep-18	Wokingham BC - Rates	350.00	Rates - Coro Hall
03-Sep-18	Wokingham BC - Rates	158.00	Rates - Chapel Hall
03-Sep-18	Wokingham BC - Rates	2196.00	Rates - WPLC
03-Sep-18	Wokingham BC - Rates	864.00	Rates - Oakwood
		62126.28	

CLERKS IMPREST A/C

List of Payments made between 01/09/2018 and 30/09/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
10-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
10-Sep-18	(Personal Information)	75.40	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
03-Sep-18	(Personal Information)	200.00	Refund deposit
10-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	50.00	Refund deposit
24-Sep-18	(Personal Information)	230.00	Refund deposit
25-Sep-18	(Personal Information)	50.00	Refund deposit
10-Sep-18	Amazon.co.uk	9.99	Plastic access panel
10-Sep-18	Amazon.co.uk	10.00	Plastic access panel
14-Sep-18	Amazon.co.uk	16.98	Tate & Lyle sugar sachets
14-Sep-18	Amazon.co.uk	93.50	Thali Outlet - Kraft 12oz cups
21-Sep-18	Amazon.co.uk	51.20	Pukka pad notebooks
21-Sep-18	B & Q Reading	14.97	Thermometer-Maintenance
20-Sep-18	BPP Learning	142.80	AAT Level 4 books
07-Sep-18	Brooklands College	50.00	Annual parking-AAT Level 4
14-Sep-18	Brooklands College	-20.00	Refund parking-AAT Level 4
26-Sep-18	CP Lighting	16.56	3x light tubes 40w OC
27-Sep-18	Grafenia Plc	138.70	WTC leaflets
17-Sep-18	J Lawsons Circus	100.00	Refund deposit
26-Sep-18	Lloyds Bank	45421.38	Net September 18 payroll
14-Sep-18	Lloyds Bank D/D	11.88	Bank charges
19-Sep-18	Pass Portable	26.34	Thermometer
11-Sep-18	Pest Control Supermarket.com	55.94	Rat killer poison
17-Sep-18	Plumb Arena	45.53	Worcester cover-Chapel Hall
		47191.17	

Woodley Town Council 2018/2019**Current Account****List of Payments made between 01/10/2018 and 31/10/2018**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
10-Oct-18	Action Doors	146.40	Call out-Patio doors café
26-Oct-18	Advanced Maintenance UK Ltd	289.09	Replace toilet flushers
26-Oct-18	Alan Hadley Ltd	286.80	Refuse collection
10-Oct-18	Allder Glass Ltd	1524.00	Replace O/C window panels
12-Oct-18	ASAP Computer Services	138.30	Antivirus annual charge
12-Oct-18	AV Asbestos Ltd	624.00	Asbestos survey WPLC & halls
26-Oct-18	AV Asbestos Ltd	1212.00	Asbestos survey roof space Cor Hall
26-Oct-18	AYS Cleaning Contractors Ltd	1656.30	Contract cleaning
26-Oct-18	Badminton England	107.50	UKCC level 1 training
05-Oct-18	Be Fuelcards Ltd	21.55	BP Unleaded - Depot
12-Oct-18	Be Fuelcards Ltd	1.52	Admin charge
19-Oct-18	Be Fuelcards Ltd	14.21	BP Unleaded - Depot
19-Oct-18	Bowak Ltd	357.53	Cleaning supplies
10-Oct-18	Brake Bros Foodservice Ltd	324.83	Vending supplies
12-Oct-18	Brake Bros Foodservice Ltd	92.07	Vending supplies
19-Oct-18	Brake Bros Foodservice Ltd	306.69	Vending supplies
26-Oct-18	Brake Bros Foodservice Ltd	230.30	Vending supplies
26-Oct-18	Brown Bag Cafe Ltd	2778.86	Catering services
12-Oct-18	Castle Water	1447.49	Water rates
26-Oct-18	Churchill Contract Services Ltd	2368.82	Contract cleaning
01-Oct-18	Club Manager Ltd	80.40	Club Manager membership
26-Oct-18	CoolerAid Ltd	199.08	Bottled water
19-Oct-18	Crown Gas & Power	91.96	Gas supply
19-Oct-18	Crown Gas & Power	106.35	Gas supply
19-Oct-18	Crown Gas & Power	218.00	Gas supply
19-Oct-18	Crown Gas & Power	330.78	Gas supply
12-Oct-18	DCK Accounting Solutions Ltd	468.00	VAT partial exemption work
12-Oct-18	Dejac Associates Ltd	78.00	Replace network switch
10-Oct-18	Earth Anchors Ltd	1105.20	Litter/dog bins
26-Oct-18	EDF Energy 1 Ltd	13.56	Electrical supply
26-Oct-18	Energy Electrical Distributors Ltd	10.91	Electrical supplies
10-Oct-18	Envidia Ltd	125.00	Coach
26-Oct-18	Envidia Ltd	100.00	Coach
11-Oct-18	Epos Now Ltd D/D	30.00	EPOS till mthly charge
26-Oct-18	Eurodec Ltd	117.50	Building supplies
19-Oct-18	Fencing Products Ltd	275.40	Building supplies
26-Oct-18	Fencing Products Ltd	117.29	Building supplies
19-Oct-18	Fraser Office Supplies Ltd	262.72	Stationery supplies
26-Oct-18	Fuel Fitness Ltd	90.00	Coach
12-Oct-18	Gap Group Ltd	486.00	Lake project work
19-Oct-18	Gap Group Ltd	41.33	Lake project work
09-Oct-18	Global 4 Communications	295.08	Phone
19-Oct-18	Gymnastics Enterprises Ltd	75.86	Trampoline awards
26-Oct-18	HMRC Cumbernauld	13040.87	PAYE & NI employers & employees
17-Oct-18	HMRC VAT	21125.58	2nd Qtr VAT payment
26-Oct-18	InTouch	251.99	Monthly website charge
19-Oct-18	John Willis	120.00	Window cleaning
19-Oct-18	Landshape Ltd	1200.00	Green flag/signage
19-Oct-18	Lantec Security Ltd	459.23	Replace O/C entry key pad
29-Oct-18	Les Mills Fitness UK Ltd	192.00	Coach
19-Oct-18	Lister Wilder Ltd	463.23	Garden supplies
19-Oct-18	Lister Wilder Ltd	25731.60	Utility vehicle/mower/power unit
02-Oct-18	Lloyds Bank D/D	34.24	Bank charges

12-Oct-18	Lloyds Bank D/D	305.30	Monthly cardnet service charge
30-Oct-18	Lloyds Bank D/D	35.44	Bank charges
15-Oct-18	Mainstream Digital Ltd	65.77	Phone
26-Oct-18	Margaret Macknelly Design	234.00	Oakwood leaflets
15-Oct-18	Merchant Rentals Ltd	30.58	Monthly cardnet machine charge
12-Oct-18	Minerva Publications	204.00	WTCMI advert - Wokingham paper
29-Oct-18	Pitney Bowes Ltd	100.00	Postage topup
12-Oct-18	PKF Littlejohn LLP	2400.00	External audit cost
12-Oct-18	Plusnet Plc	52.20	Phone
18-Oct-18	Plusnet Plc	52.20	Phone
26-Oct-18	Prudential	30.00	AVC payment deducted from pay
01-Oct-18	Public Works Loan Board	73170.68	Public Works Loan
12-Oct-18	Reading Borough Council	371.81	Allotment lease rent
26-Oct-18	Richard Wheeler Signs Ltd	1235.90	WPLC /paddling pool signs
26-Oct-18	Rigby Taylor	690.00	Top dressing-Bowling green
08-Oct-18	SGW Payroll Ltd	172.10	Payroll services
10-Oct-18	SHL Group Ltd	849.60	Staff recruitment adverts
15-Oct-18	Siemens Financial Services	1100.80	Gym equip monthly rental
12-Oct-18	SSE Southern Electric	3920.63	Electrical supply
19-Oct-18	SSE Southern Electric	177.10	Electrical supply
12-Oct-18	Technical Surfaces Ltd	360.00	3G pitch matchfit service
26-Oct-18	The Berkshire Pension Fund	13886.04	Pension - employers and employees
19-Oct-18	The Jazz Team	490.00	Music - Remembrance Sunday
19-Oct-18	Trade UK - Screwfix	72.45	Building supplies
19-Oct-18	Trade UK - Screwfix	270.96	Building supplies
26-Oct-18	Trade UK - Screwfix	22.97	Building supplies
26-Oct-18	Travis Perkins Trading Co	111.08	Building supplies
26-Oct-18	Unison Collection Ac	34.00	Union fees deducted from pay
26-Oct-18	Veolia ES - UK Ltd	552.88	Refuse collection
18-Oct-18	Vodafone	289.28	Phone
26-Oct-18	Windowflowers Ltd	1317.60	WTCMI - Flowers
01-Oct-18	Wokingham BC - Rates	2196.00	Rates - WPLC
01-Oct-18	Wokingham BC - Rates	350.00	Rates - Coro Hall
01-Oct-18	Wokingham BC - Rates	158.00	Rates - Chapel Hall
01-Oct-18	Wokingham BC - Rates	864.00	Rates - Oakwood
12-Oct-18	Wokingham Borough Council	6129.85	By-elections x 2
10-Oct-18	XN Media Ltd	120.00	WTCMI advert - Wokingham paper
12-Oct-18	Yarnold Heating and Plumbing Ltc	89.00	Repair Chapel hall boiler facia
		193777.64	

CLERKS IMPREST A/C

List of Payments made between 01/10/2018 and 31/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
15-Oct-18	(Personal Information)	45.00	Refund deposit
16-Oct-18	(Personal Information)	48.14	Travis Perkins-Bitumen
02-Oct-18	(Personal Information)	15.00	Refund deposit
22-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	(Personal Information)	418.80	Refund deposit
15-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	(Personal Information)	100.00	Refund deposit
22-Oct-18	(Personal Information)	50.00	Refund deposit
29-Oct-18	(Personal Information)	15.00	Refund deposit
15-Oct-18	(Personal Information)	50.00	Refund deposit
22-Oct-18	5th Woodley Scout Group	30.00	Centre Stage refund
30-Oct-18	Alamy.com Ltd	35.97	WW1 posters

03-Oct-18	Amazon.co.uk	5.48	Realmax - mouse pad
04-Oct-18	Amazon.co.uk	10.48	HDMI to VGA charging cable
22-Oct-18	Amazon.co.uk	2.88	Vertical blind slat hangers
22-Oct-18	Amazon.co.uk	41.38	Large 80/85 Litre black bins
24-Oct-18	Amazon.co.uk	52.72	Pendeford 2.2 litre tea pots
29-Oct-18	Amazon.co.uk	57.21	4 pint tea pots
31-Oct-18	Amazon.co.uk	7.54	Oval foil food platters
10-Oct-18	Andrew Pearce	66.55	Amazon.co.uk Nerf toy/goggles
31-Oct-18	AO retail Ltd	234.00	Washing machine WP flat
30-Oct-18	Beechwood Primary School	25.00	Xmas Tree Trail 2018
23-Oct-18	Direct Letterbox Marketing	769.46	Leaflet Distribution
30-Oct-18	Direct Letterbox Marketing	333.40	Newsletter delivery
11-Oct-18	Floorsaver	255.84	Entraplush mats
15-Oct-18	Gear4music	6.48	Stero Minijack cable
24-Oct-18	Green Magic co UK Ltd	182.40	A3 Presenta floor sign stand
10-Oct-18	J Parkes Wholesale	400.80	Flower bulbs & shrubs
01-Oct-18	Kaspersky Lab	54.99	Internet security
24-Oct-18	Lloyds Bank	43082.35	Net October 18 - payroll
12-Oct-18	Lloyds Bank D/D	11.92	Bank charges
01-Oct-18	Marqet Space	23.04	Business cards
24-Oct-18	Millie Miles Event Hire	192.00	20 Ltr water boilers
11-Oct-18	Packaging Environmental	94.00	8oc Paper cups
22-Oct-18	Packaging Environmental	74.00	Bioplastic spoons
24-Oct-18	Packaging Environmental	45.92	Biodegradable Lids
18-Oct-18	Party Packs	42.60	WW1 Centenary Banner
12-Oct-18	Pass Portable	26.34	Credit refund-Thermo-meter
30-Oct-18	Paypal-Alexander Graphics	75.02	Supersize print
16-Oct-18	PETTY CASH A/C	162.78	Top up petty cash
11-Oct-18	Ryman(Aival Ltd)	5.99	HDMI to VGA charging cable
19-Oct-18	Solopress	194.40	Postcards
23-Oct-18	Solopress	57.60	Postcards
18-Oct-18	Solopress.com	26.00	Flyers & Leaflets
30-Oct-18	Solopress.com	79.20	A2 WW1 signs
30-Oct-18	Solopress.com	148.00	A3 folded flyers/leaflets
19-Oct-18	Speedy Stamps	9.96	Office title stamp
22-Oct-18	Travis Perkins	84.50	Drain covers-Travic Perkins
24-Oct-18	Travis Perkins	65.02	Tarmac o/n 17422-Travis Perkin
15-Oct-18	Woodley Light Operatic	50.00	Refund deposit

48015.16

SCHEDULE OF MEETINGS - 2019/20

All Council and Committee meetings are held on Tuesdays. Planning 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>2019</u> 21 May 18 June	<u>2019</u> 4 June	<u>2019</u> 11 June	<u>2019</u> Annual Meeting: 14 May 25 June
16 July 13 August (SH) 10 September	3 September	17 September	1 October
8 October 5 November 3 December	19 November	26 November	10 December
<u>2020</u> 7 January 28 January	<u>2020</u> 14 January	<u>2020</u> 21 January	<u>2020</u> 4 February
25 February 24 March 21 April	14 April (SH)	28 April	Town Electors: 3 March Annual Meeting: 12 May

(SH = School Holidays)

SCHOOL TERM DATES

2019 Tuesday 23 April to Tuesday 23 July
Tuesday 3 September to Friday 20 December
(NOTE: Training days - to be agreed)

Half Term: 27 May - 31 May
Half Term: 28 October - 1 November

Good Friday: 19 April 2019
WBC & WTC Elections: 2 May 2019

2020 Monday 6 January to Friday 3 April
Monday 20 April to Tuesday 21 July
(NOTE: Training days - to be agreed)

Half Term: 17 - 21 February
Half Term: 25 - 29 May

Good Friday: 10 April 2020
WBC Elections: 7 May 2020