



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
www.woodley.gov.uk

To: **ALL MEMBERS OF THE COUNCIL**

YOU ARE HEREBY SUMMONED to attend a Meeting of Woodley Town Council at the Oakwood Centre at 8:00pm on Tuesday 24 September 2024.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.

Kevin Murray
Town Clerk

Town Forum

The first 30 minutes of the meeting will be set aside for members of the public to pose questions to the Council.

If there are no questions, the Council will commence business forthwith.

Presentation

Prior to the meeting, Roland Cundy – Chair, Berkshire Association of Local Councils (BALC) – will provide a presentation to Members on BALC and take questions.

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF THE COUNCIL MEETING HELD ON 25 JUNE 2024**
To receive the Minutes of the Council Meeting held on 25 June 2024 and to approve their signing as a true and correct record.

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4. **ACTIONS / FOLLOW UPS**
To review the actions / follow ups arising from previous meetings of Full Council. ***(Appendix 4)*** Page 18
5. **FINANCE UPDATE**
To note that authorised bank signatories have checked and signed the Council's bank reconciliations up to 30 June 2024.
6. **COMMITTEE REPORTS**
To note reports from the following:

6.1	Planning & Community Committee	23 July 2024	Page 19
6.2	Extra Strategy & Resources Committee	6 August 2024	Page 27
6.3	Planning & Community Committee	27 August 2024	Page 39
6.3	Leisure Services Committee	3 September 2024	Page 45
6.4	Strategy & Resources Committee	10 September 2024	Page 49
6.5	Planning & Community Committee	17 September 2024	Page 59
7. **AUDIT 2023/24**
 - a) To receive the external auditor's opinion on the audit of the Annual Governance and Accountability Return for 23/24. ***(Appendix 7a)*** Page 67
 - b) To adopt the Audited Annual Governance and Accountability Return for 2023/24.
 - c) To note that the Notice of Conclusion of Audit was displayed on public noticeboards at the Oakwood Centre and on the Council's website from 19 September 2024. ***(Appendix 7c)*** Page 70
8. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.
9. **OUTSIDE BODIES**
To receive any reports from Town Council representatives on outside bodies. ***(Appendix 9 enclosure)*** Page 71
10. **TOWN MAYOR'S ENGAGEMENTS**
To note the engagements attended by Councillor Juliet Anderson as Town Mayor and Councillor David Bragg as Deputy Town Mayor since the last meeting. ***(Appendix 10)*** Page 81
11. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.
12. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 25 June 2024 at 8 pm**

Present: *Councillors J. Anderson (Chairman); G. Bello; D. Bragg;
A. Chadwick; D. Errawalla; M. Firmager; L. Guttridge; M. Holmes;
R. Horskins; C. Jewell; M. Kennedy; V. Lewis; B. Rowland;
D. Smith; B. Soane; A. Swaddle; J. Taylor*

Officers present: *K. Murray, Town Clerk; A. Basra, Finance Manager;
M. Filmore, Deputy Town Clerk;*

Also present: *1 member of the public*

36. *A maximum of 30 minutes was set aside before the start of the meeting for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.*

37. **APOLOGIES**

Apologies were received from Councillors Baker, Charles Bey, Gilder, Nagra, Sartorel and Singh.

38. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

39. **MINUTES OF THE COUNCIL MEETING HELD ON 7 MAY 2024**

The Town Mayor presented the minutes of the Council meeting held on 7 May 2024.

The Deputy Town Clerk advised Members of two errors in the minutes, as published in the agenda; the date of the meeting had incorrectly been stated as 23 May 2023, and no proposer and seconder had been received in relation to minute 14. Both these had already been corrected in the copy to be signed.

RESOLVED

- ♦ To approve the minutes of the Council meeting held on 7 May 2024 and that they be signed by the Mayor as a correct record.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote: 0

40. **ACTIONS / FOLLOW UPS**

Members noted the update to actions and follow up items raised at previous meetings, as provided in the agenda.

41. **COMMITTEE APPOINTMENTS**

RESOLVED

- ♦ To note that the Labour group appointments to the following committees:
 - Leisure Services Committee – Councillor Singh
 - Bulmershe SULV Joint Sub Committee – Councillor Taylor

42. **COMMITTEE REPORTS**

42.1 **Minutes of the Planning and Community Committee: 21 May 2024**

Councillor Soane presented the minutes of the Planning and Community Committee meeting held on 21 May 2024.

Minute 11.1 – EV Charging Points

In reference to the matter of the location of EV charging points on Wheble Drive, the Town Clerk agreed to chase Wokingham Borough Council for details.

Councillor Guttridge advised that she believed the disabled parking bays in Headley Road car park, which had been re-assigned after the installation of EV charging points, were below the required width. It was agreed feedback would be sent to Wokingham Borough Council.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 21 May 2024.

42.2 **Minutes of the Leisure Services Committee: 4 June 2024**

Councillor Smith presented the minutes of the Leisure Services Committee meeting held on 4 June 2024.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 4 June 2024.

42.3 **Minutes of the Strategy and Resources Committee: 11 June 2024**

Councillor Swaddle presented the minutes of the Strategy and Resources Committee meeting held on 11 June 2024.

Councillor Swaddle updated Members that, following the meeting, the Members who had come forward, and therefore appointed to the Catering task & finish working group were Councillors Anderson, Bello, Bragg, Horskins.

RESOLVED:

- ◆ To receive the minutes of the Strategy & Resources Committee meeting held on 11 June 2024.

42.4 **Minutes of the Planning and Community Committee: 18 June 2024**

Councillor Soane presented the minutes of the Planning and Community Committee meeting held on 18 June 2024.

Minute 26 – Bus Shelters

It was noted Councillor Jewell had recommended at the meeting that Full Council be asked to consider recommending additional bus stops which might be suitable to be used by Trueform for advertising. Members were asked to feed any ideas back to the Deputy Town Clerk.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 18 June 2024.

43. **ANNUAL TOWN MEETING SUB COMMITTEE**

RESOLVED:

- ◆ To note Report No. FC 4/24 of the Annual Town Meeting sub committee meeting which took place on 10 June 2024.

44. **FINANCIAL STATEMENTS AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023/24**

44.1 **Financial Statements 2023/24**

The Town Clerk presented the Financial Statements for 2023/24

It was proposed by Councillor Swaddle, seconded by Councillor Soane, and following a vote Members:

RESOLVED:

- ◆ To approve the Financial Statements for 2023/24 and that they be signed by the Mayor and the Town Clerk.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote: 0

44.2 **Annual Internal Audit Report for 2023/24**

Members received the annual internal audit report as set out in the Annual Governance and Accountability Return.

RESOLVED:

- ◆ To receive and note the Annual Internal Audit Report for 2023/24.

44.3 **Annual Governance Statement for 2023/24**

The Town Mayor explained that it was the responsibility of Members to ensure that there is a sound system of internal control, including arrangements for preparation of the Accounting Statements. She went on to explain that Members had a responsibility to consider each of the Annual Governance Statements and vote as to whether, to the best of their knowledge and belief, they agreed with the statements.

The Town Mayor read each of the nine annual governance statements in turn. An individual vote took place regarding each statement, with each unanimously approved.

RESOLVED:

- ◆ To approve the Annual Governance Statements for 2023/24.

Voting for each individual statement:

For: 17 Against: 0 Abstentions: 0 No Vote: 0

It was proposed by Councillor Bragg, seconded by Councillor Swaddle, and following a vote Members:

RESOLVED:

- ◆ To approve the signing of the Annual Governance Statement 2023/24 by the Mayor and the Town Clerk.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote: 0

44.4 **Accounting Statements for 2023/24**

Members considered the Accounting Statements for 2023/24.

It was proposed by Councillor Horskins, seconded by Councillor Swaddle, and following a vote Members:

RESOLVED:

- ◆ To approve the Accounting Statements for 2023/24, and approve the signing of the Accounting Statements 2023/24 by the Mayor.

Voting: For: 17 Against: 0 Abstentions: 0 No Vote: 0

45. **LEADER'S STATEMENT**

Members noted that in the absence of the Leader of the Council, there would be no Leader's Statement.

46. **OUTSIDE BODIES**

RESOLVED:

- ◆ To note the written reports from Town Council representatives on outside bodies provided to Members at the meeting, and included at **APPENDIX A**.
- ◆ To appoint the Councillor Soane as the Town Council's representative to the Museum of Berkshire Aviation Trust.

No Member was appointed to the vacant position as the fourth Town Council representative (to serve until 2028) to the Poor's Land Charity.

47. **TOWN MAYOR'S ENGAGEMENTS**

Members noted the details of the events which the Town Mayor and the Deputy Town Mayor had attended since the last Full Council meeting, as provided in the agenda.

48. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

49. **PUBLICITY AND WEBSITE**

There were no suggestions for publicity and website items.

Following a query regarding marking the Town Council's 50th anniversary, it was noted the proposal to create a history timeline within the Oakwood Centre was being formulated and would be presented to the Strategy & Resources Committee.

Meeting closed at 8:28 pm

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	ARC
Name of Representative	Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	Trustee
Number of formal meetings held / invited (since last report or 1 May)	
Number of formal meetings attended since last report (since last report or 1 May)	
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Council Members:	
Please give a brief synopsis of the Outside Body's recent activities:	
Paul Cassidy has now been officially seconded from WBC Youth Services to ARC and therefore managed by ARC. The committee decided, after discussion that ARC will be primary a service for young people. Finance – The reserve will cover 6 months of service. All funding for next year, including Wokingham Borough Council, is in place apart from National Lottery for outreach work. Chris Allen, supervisor for 30 years, passed away suddenly. Sympathies were expressed. Currently 65 counsellors on rote. Anxiety is now a big problem for young people, and there is now a 6-8 week wait. More adults are now being seen, for anxiety, relationship and financial issues. Wokingham Bikathon takes place on Sunday 23rd June.	
Please provide any additional information that Council Members might find useful:	

Representative:	Cllr Kay Gilder	Dated:	17th June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	ARC
Name of Representative	Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	trustee
Number of formal meetings held / invited (since last report or 1 May)	Since 1 st May 2 meetings including one AGM
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	AGM, I was away on holiday June meeting I am at a funeral in Liverpool
Please give a brief overview of the Outside Body for Council Members:	
ARC is an Adult and Youth Counselling Service based in Wokingham, it also offers support within schools and some GP surgeries. It has a regular surgery at the Oakwood Centre. Training and support is also offered to families and teachers.	
Please give a brief synopsis of the Outside Body's recent activities:	
A copy of the annual report was given to the Town Council ahead of the meeting on 13 th May. I have no further information to add to this at this time	
Please provide any additional information that Council Members might find useful:	

Representative:	Shelagh Flower	Dated:	16th June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Citizen's Advice Bureau
Name of Representative	Councillor Vin Lewis
Capacity appointed; e.g. trustee, director, observer etc	
Number of formal meetings held / invited (since last report or 1 May)	
Number of formal meetings attended since last report (since last report or 1 May)	
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Council Members:	
Please give a brief synopsis of the Outside Body's recent activities:	
No report to speak of for June Full Council (FC) Meeting. Will meet with CAB in Wokingham in Q3 of this year, so should be providing a report come September FC.	
Please provide any additional information that Council Members might find useful:	

Representative:	Cllr Vin Lewis	Dated:	18 June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Friends Of Woodford Park
Name of Representative	Robert Horskins
Capacity appointed; e.g. trustee, director, observer etc	Appointed
Number of formal meetings held / invited (since last report or 1 May)	Nil
Number of formal meetings attended since last report (since last report or 1 May)	Nil
Reasons for not attending (if attendance below 50%)	No meetings held
Please give a brief overview of the Outside Body for Members:	
The Friends of Woodford Park (FoWP) are a group of volunteers who have come together to help improve Woodford Park. Their first job, as suggested at the Liaison Committee meeting by a Councillor member, was to create the flower bed near the War Memorial, celebrating late Queen Elizabeth's 90th Birthday. The official opening was performed by local MP the Rt.Hon. Theresa May in June 2016. 'The RHS Britain in Bloom' recognised their community involvement in gardening achievement with top awards when entered in 2016 and 2017. Funding for the group has reached £7000 over the years. This has been achieved by Sponsorship from local businesses, Donations from the public and fund raising by the sales of Greeting cards with pictures of the park (as made by a volunteer) and plant sales etc. In addition, a great many of the plants in the gardens have been obtained from public gifting or offered online. Often the plants purchased are from local businesses who are happy to discount. Some of the trees were even provided free by the RHS. In the initial years FoWP hosted public bi-monthly meetings which were very successful in attendance. However, the general feedback from the public was that no results were ever seen from the council hence since co-vid these meetings have not recommenced.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
The beds around the Oakwood Centre are a mass of colour and have been well tended by the group in between the showers! The rainwater harvesting system has been commissioned; and the group are looking at a storage facility on site for some of their equipment.	
Please provide any additional information that fellow Members might find useful:	
The group act as a "signpost" for many of the park users. Recently they have been receiving many comments about the new path installed across the memorial ground. It has been noted that many users are now walking either side of the path as heels and walking sticks are getting caught and some pushchairs are difficult to move on it. This is useful feedback and will be monitored.	

Representative:	RJC Horskins	Dated:	16th June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Highwood Management Conference
Name of Representative	Councillors Kay Gilder and Mary Holmes
Capacity appointed; e.g. trustee, director, observer etc	Appointed Woodley Town Council members
Number of formal meetings held / invited (since last report or 1 May)	None
Number of formal meetings attended since last report (since last report or 1 May)	None
Reasons for not attending (if attendance below 50%)	-----
Please give a brief overview of the Outside Body for Members:	
The conference's members meet on an annual basis with an officer of the Wokingham Borough Council, who takes the minutes, and the Head Ranger of WBC's Dinton Pastures Country Park.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
The annual meeting will be convened by an Officer at Wokingham Borough Council during the summer months, when a site visit will be arranged to take place before the meeting.	
Please provide any additional information that fellow Members might find useful:	
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Representative:	Cllr Kay Gilder and Cllr Mary Holmes.	Dated :	18/06/24
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Poorsland Charity
Name of Representative	Councillors Kay Gilder and Mary Holmes and Mrs Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	Appointed trustees by Woodley Town Council
Number of formal meetings held / invited (since last report or 1 May)	One meeting for 3 WTC appointed trustees
Number of formal meetings attended since last report (since last report or 1 May)	3 trustees attended this one meeting
Reasons for not attending (if attendance below 50%)	-----
Please give a brief overview of the Outside Body for Members:	
The Poorsland committee's trustees aim to meet monthly, to help with the running of this charity. The building involved is Cedar Place in Loddon Bridge Road.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
There has been a change of Treasurer during this period, because the previous holder of this post has retired as a trustee. The bungalow and all the flats are currently occupied. The committee's thoughts are now turning to how the 50th Anniversary of the Cedar Place in Loddon Bridge Road Woodley can possibly be celebrated in 2026.	
Please provide any additional information that fellow Members might find useful:	
There is still one vacant trustee position which WTC can fill.	

Representative:	Cllr Kay Gilder and Cllr Mary Holmes and Mrs Shelagh Flower	Dated :	18/06/24
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Poor's Land Charity
Name of Representative	Shelagh Flower (Not Councillor)
Capacity appointed; e.g. trustee, director, observer etc	Trustee
Number of formal meetings held / invited (since last report or 1 May)	2
Number of formal meetings attended since last report (since last report or 1 May)	1
Reasons for not attending (if attendance below 50%)	1 meeting I had a previous committment
Please give a brief overview of the Outside Body for Council Members:	
Alms houses for people in need from designated areas including Woodley Sandford and Charvil . It also offers financial assistance to people in need via its Relief in Need fund.	
Please give a brief synopsis of the Outside Body's recent activities:	
The Charity continues to support applications from applicants to the Relief in Need fund. The meeting continues to focus on meeting the needs of the residents in terms of ensuring their accommodation/ buildings / gardens are suitably maintained. Security remains a focus also with CCTV having been installed . Our residents continue to have coffee mornings facilitated by one of the trustees. There are a few changes on our trustees with our Chairman stepping down and a new Treasurer.	
Please provide any additional information that Council Members might find useful:	
There are usually monthly meetings with regular contact via email outside of the meetings	

Representative:	Shelagh Flower	Dated:	16th June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Wokingham Borough/Parish Liaison Forum		
Name of Representative	Cllr Mike Kennedy		
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative		
Number of formal meetings held / invited (since last report)	0		
Number of formal meetings attended since last report (since last report)	0		
Reasons for not attending (if attendance below 50%)	0		
Please give a brief overview of the Outside Body for Members:			
Meetings are held quarterly between representatives from the Borough Council and Town and Parish Councils. The purpose of the Parish Liaison Forum is to encourage communication and networking between the Parish and Town Councils in Wokingham and the Borough Council.			
Please give a brief synopsis of the Outside Body's activities since the last report:			
Please provide any additional information that fellow Members might find useful:			

Representative:	Cllr Mike Kennedy	Dated:	13.06.2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Woodley Bowling Club
Name of Representative	Cllr Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	Management committee member
Number of formal meetings held / invited (since last report or 1 May)	
Number of formal meetings attended since last report (since last report or 1 May)	
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Members:	
Please give a brief synopsis of the Outside Body's activities since the last report:	
It has been agreed that a full annual bar license be purchased for events, this being a more practical way to purchase this, instead of applying for individual licenses. The May Fayre was a great success, with many people coming and supporting the Club. There was a lot of interest, and some new members recruited. Mike Evans has volunteered to take over the administration of the Woodley Bowls Club website.	
Please provide any additional information that fellow Members might find useful:	

Representative:	Cllr Kay Gilder	Dated:	17th June 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Woodley Volunteer Centre
Name of Representative	Cllr Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative
Number of formal meetings held / invited (since last report)	1
Number of formal meetings attended since last report (since last report)	1
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Members:	
Woodley Volunteer Centre (WVC) was set up in 1982 and evolved from a Good Neighbours Scheme. Originally, volunteers provided support to Woodley residents in many ways such as gardening, DIY, and shopping but now their focus is purely on transporting clients to their medical appointments. Woodley Volunteer Centre receives an annual grant from Wokingham Borough Council (WBC) of £1,250. Last year Woodley Town Council awarded £350 towards a new printer. Clients are able to use their bus passes issued to them by WBC in payment of all medical jobs undertaken. Drivers are reimbursed 50p per mile for their services.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
The Annual General Meeting held on 10 June 2024 was well attended. Karen Dodd, reported that she has now served in her capacity as co-ordinator for 25 years. The centre has 19 active drivers and 242 registered clients. Since the return from lock-down in October 2021, WVC has undertaken 2,466 medically related jobs. The number of requests for support is increasing to such an extent that they have had to close their books for new clients. Frequently the office handles 40/45 jobs every week. An urgent request for new drivers was made at the AGM. I have messaged 3 social media groups with this appeal. Thanks to the services of a retired Thames Valley Police Officer who specialises in Safeguarding, a new Safeguarding Policy has been written and issued to all drivers.	
Please provide any additional information that fellow Members might find useful:	
I have transported 54 clients to their GP and hospital appointments in the past 11 months since I volunteered as a driver. If any Member can spare a little of their time to help Woodley Volunteer Centre, please contact them on 0118 969 8849. Appointments are mostly during the day time and on weekdays with some occasional weekend work.	

Representative:	Cllr Mike Kennedy	Dated:	11.06.2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Robert Palmer Alms Houses
Name of Representative	David Bragg
Capacity appointed; e.g. trustee, director, observer etc	Trustee
Number of formal meetings held / invited (since last report or 1 May)	0
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	N/A
Please give a brief overview of the Outside Body for Council Members:	
The charity manages 6, 1Bedroom 2 Floor Houses together in a Grade II Listed Building in Sonning. A patio area for residents at the rear leads to allotments and a well-maintained garden at the front. All properties are occupied with all residents getting on well with each other.	
Please give a brief synopsis of the Outside Body's recent activities:	
The trustees meet 4 times per year at roughly 3 monthly intervals and 2 residents' meetings are held annually. The last meeting took place on 11 th April and the next meeting is planned for the 4 th July which I will unfortunately will be unable to attend due to the General Election called for the same day. The last residents meeting was on the 28 th May which revolved largely around maintenance issues. A Summerhouse is now complete and tables and chairs together with a new bench for residents' use have been installed.	
Please provide any additional information that Council Members might find useful:	
None	

Representative:	Cllr David Bragg	Dated:	24 June 2024
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ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		26 September 2023	
Minute	Action	Progress Update	Last Updated
46	To include reference to requesting electronic copies of the notice of conclusion of audit in future notices.	COMPLETED Reference included	19/09/24

Meeting Date:		5 December 2023	
Minute	Action	Progress Update	Last Updated
Appendix A	Leisure Services to consider alternatives to bonfires at the allotments, including the suggestion to install a Bio-char cone pit.	RECOMMEND REMOVAL Matter being progressed by LS Committee – prohibition of bonfires no longer taking place from January 2025, as previously planned – overall waste management system at allotments being reviewed	19/09/24

Once reported as complete, actions / follow ups will be removed from future reports.

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 23 July 2024 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); K. Baker; D. Bragg; R. Horskins; C. Jewell; J. Sartorel; P. Singh; J. Taylor*

Officers present: *K. Murray, Town Clerk; M. Filmore, Deputy Town Clerk*

Also present: *7 members of the public*

32. **APOLOGIES**

Apologies for absence were received from Councillors Guttridge and Lewis.

33. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

34. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 18 JUNE 2024**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 18 June 2024 be approved and be signed by the Chairman as a true and accurate record.

35. **ACTIONS / FOLLOW UPS**

Members noted the information provided in the Actions and Follow ups document, provided in the agenda.

17 October 2023 – Minute 94.2

The Deputy Town Clerk informed Members that the Council's speedwatch camera had now been sent for repair, requiring a new bespoke battery, and was expected to be fixed and returned by mid-August.

17 October 2023 – Minute 94.3

With regards to the issue of poor parking around Rivermead School at drop off and pick up times, the Chairman advised that he believed Wokingham Borough Council were due to check all schools during July. In light of the lack of progress with this action, it was recommended that the Chairman might cease chasing Borough Councillor Shahid Younis and try a different tact.

36. **CURRENT PLANNING APPLICATIONS**

In relation to planning application 241528 – 10 Brecon Road – it was agreed that Councillor Horskins would provide concerns regarding compliance with building regulations to the Deputy Town Clerk, to be forwarded to Wokingham Borough Council for investigation.

RESOLVED:

- ♦ To forward comments to the planning authority as detailed in **Appendix A**.

Six members of the public left the meeting after the respective planning application in which they were interested had been discussed.

37. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

38. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note the following applications for prior approval received by Wokingham Borough Council:

Application: 241685
Location: 20 Beaver Way, Woodley, Wokingham, RG5 4UD
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.92m, for which the maximum height would be 3.50m and the height of the eaves 2.50m.

Application: 241799
Location: 96 Antrim Road, Woodley, Wokingham, RG5 3 NY
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.7m, for which the maximum height would be 3.95m and the height of the eaves 2.5m.

39. **ADVERTISEMENT CONSENT APPLICATION**

RESOLVED:

- ◆ To note the following applications for advertisement consent received by Wokingham Borough Council:

Application: 241740
Location: Bus Shelter Adjacent To Garage, London Road, Woodley, Wokingham
Proposal: Application for advertisement consent for 1 no. internally illuminated double-sided digital panel to replace existing panel forming part of bus shelter.

Application: 241760
Location: Bus Shelter outside 3, Reading Road, Woodley, Wokingham
Proposal: Application for advertisement consent for 1 no. internally illuminated double-sided digital panel to replace existing panel forming part of bus shelter.

Application: 241757
Location: Bus Shelter, Headley Road East, Woodley, Wokingham
Proposal: Application for advertisement consent for 1 no. internally illuminated double-sided digital panel to replace existing panel forming part of bus shelter.

40. **TREE PRESERVATION ORDERS**

RESOLVED:

- ♦ To note the following applications for works to protected trees received by Wokingham Borough Council:

Application: 241530
Location: TPO 3/1951 (W3): 46 Highgate Road, Woodley, Wokingham, RG5 3QR.
Proposal: T1 (Laurel) - reduce to approximately 2.25m

Application: 241774
Location: TPO 1246/2008, Area 1: Land to the rear of 3 Ryecroft Close, Woodley, Wokingham, RG5 3BP.
Proposal: T1, Beech – Reduce branches overhanging the rear garden of no. 3 Ryecroft Close back to the boundary by approx. 4m

41. **WBC PARKING CHARGES**

Members discussed the impact of the increase parking charges introduced by Wokingham Borough Council (WBC) in July 2023.

It was noted that the report provided by WBC compared annual figures against pre-covid (2019) data, not the year prior to the charge increases. It was also noted there was no comparative data for the impact on Sunday and evening car park usage as charges were not previously applied to those times. It was suggested that the impact on Sunday and evening usage could be assessed using footfall data from shops and traders, if this was available. It was requested that this be raised with the Town Centre Manager. A comment was also made that whilst WBC have footfall information for Wokingham town centre, they do not collect similar data for Woodley.

RESOLVED:

- ♦ To note Report No. PC 4/24.

42. **TRANSPORTATION & HIGHWAYS**

42.1 **Community Speedwatch**

No further updates were provided.

42.2 **Highways Issues**

It was highlighted there was due to be a closure of the A329(M) in the coming weeks, and it was recommended this be publicised to residents.

43. **COMMUNITY ISSUES**

A comment was made that residents were unaware of a number of local consultations taking place, including Wokingham Borough Council SEND provision and Community Safety surveys, leading to low response levels. It was suggested the Town Council should consider doing more to promote these and other similar consultations, such as a current consultation regarding the potential relocation of the Royal Berkshire Hospital.

The Deputy Town Clerk highlighted that most organisations issuing these consultations, such as Wokingham Borough Council, have larger communications teams and budgets than the Town Council. He advised that, whilst the Council does do what it can to promote consultations being run by external organisations which may impact Woodley residents, the Council does not have the resource to promote every consultation and must prioritise Town Council business.

It was noted that it would be helpful if more Town Councillors were to engage and promote these consultations too via their own social networks, where available. A suggestion was also made that Councillors could, on their own initiative, publicise such consultations by printing off details and posting to physical notice boards around the area.

44. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ♦ To note receipt of the following:
 - Promise Inclusion newsletter – June 2024
 - Me2 newsletter – June 2024

45. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

46. **PUBLICITY/WEBSITE**

There were no additional publicity and website items raised by Members.

47. **ENFORCEMENT ISSUES**

RESOLVED:

- ♦ To note the information on enforcement issues received from the planning authority, as given in the agenda.

The meeting closed at 9:14 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 23 July 2024

Application No. & Address	Proposal
240522 100 Colemans Moor Road, Woodley, RG5 4DN	Householder application for the proposed erection of a first floor side extension and a single storey side/rear extension with canopy and raised deck, plus changes to fenestration.
Observations: No objections.	
241323 130-132, Antrim Road, Woodley, RG5 3NZ	Householder Joint Planning Application for the proposed single storey front two storey side and single storey rear extension, along with works to the roof and changes to fenestration.
Observations: No objections.	
241390 303 Loddon Bridge Road, Woodley, RG5 4BE	Full application for proposed installation of new extractor flue to the rear.
Observations: The Planning & Community Committee have considered this application and, whilst they had no objections to the proposals, they wish to raise a concern regarding the potential smells emanating from the flue which might be directed towards the neighbouring flat.	
241441 27 Fairwater Drive, Woodley, RG5 3JG	Householder application for proposed erection of a single storey front extension including creation of a porch, a single storey rear extension, an outbuilding to the rear plus creation of a parking space to the rear.
Observations: Members of the Planning & Community Committee have considered this application and determined to submit objections on the grounds that: - the development would constitute overdevelopment of the site, almost doubling the property's current footprint. - the proposal would significantly reduce the amount of external amenity space in the rear garden to below the Borough's Design Guide; this is particularly impacted by the introduction of an outbuilding and a parking space at the rear of the site.	
241458 12 Monitor Way, Woodley, RG5 4BF	Householder application for proposed erection of a timber cladding outbuilding to the rear of the dwelling to facilitate a home office (Retrospective).
Observations: No objections.	

241468 Library Parade, Crockhamwell Road, Woodley, RG5 3LX	Application to vary/removal of condition [2 and 22] of planning consent [230743] dated 28/09/2023 for the proposed creation of a mixed use building consisting of the retention of the existing 3 no. retail stores at ground floor level and the addition of 14 no. apartments on new first, second and third floor levels, including the erection of three and four storey rear extensions. Condition [2 and 22] refers to 2) Approved details, and 22) Obscure glazing – The bathroom window of unit 1 on the south elevation is no longer proposed.
Observations: No objections.	
241504 51 Walmer Road, Woodley, RG5 4PN	Householder application for proposed two storey front extension with a garage conversion to create habitable accommodation, first floor rear extension with changes to the fenestration
Observations: No objections.	
241528 10 Brecon Road, Woodley, RG5 4PR	Householder application for proposed garage conversion to create habitable accommodation , single storey front extension to create a porch with changes to the fenestration (retrospective)
Observations: No objections.	
241577 79 Bruce Road, Woodley, RG5 3DY	Householder application for proposed erection of a single storey front extension to create porch plus a single storey rear flat roof (retrospective).
Observations: No objections.	
241632 86 - 88 Headley Road, Woodley, RG5 4JE	Full application for the proposed change of use of unit 4 to Sui Generis (Doggy Day Care) plus replacement of an existing canopy roof.
Observations: No objections.	
241638 Garage Block Next To 45, Ravensbourne Drive, Woodley, Wokingham	Full application for proposed erection of a 2no bedroom dwelling following demolition of the existing redundant garages on the site.
Observations: No objections.	
241673 62 Beechwood Avenue, Woodley, RG5 3DG	Householder application for proposed erection of a two storey side/rear extension following demolition of the existing detached garage along with changes to fenestration plus removal of the chimney.
Observations: No objections.	

241722 47 Hazel Drive, Woodley, RG5 3SA	Householder application for the proposed erection of a single storey rear extension plus modification of existing single storey roof and addition of 1 no. lantern rooflight, changes to fenestration and part demolition of the existing detached garage
Observations: No objections.	
241729 17 Wyndham Crescent, Woodley, RG5 3AY	Householder application for proposed first floor infill rear extension, plus 1no. rooflight and formation of new side window.
Observations: No objections.	
241733 321 Headley Road East, Woodley, RG5 4SE	Householder application for proposed single storey front extension, two storey side extension, and single storey rear extension along with changes to fenestration.
Observations: The Planning & Community Committee have considered this application and, whilst they had no objections to the proposals, they did concur with the comments of the neighbour at 323 Headley Road East, who was present at the committee meeting, who indicated that they would have preferred the design to match option C, provided in the applicants post pre-application sketch, as it was felt this option would reduce the impact on the neighbouring property, especially should a later application be received for a similar extension from the neighbouring property at 325 Headley Road East.	
241739 65 Lunds Farm Road, Woodley, RG5 4PZ	Householder application for the proposed single storey front extension.
Observations: No objections.	
241773 271 Headley Road East, Woodley, RG5 4SE	Householder application for proposed single storey side extension with changes to fenestration.
Observations: No objections.	

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Minutes of an extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 6 August 2024 at 7:00 pm

Present: *Councillors K. Baker (Chairman); J. Anderson; G. Bello; A. Chadwick; K. Gilder; M. Kennedy; M. Nagra; A. Swaddle;*

Officers present: *K. Murray, Town Clerk; M. Filmore, Deputy Town Clerk;*

Also present: *Cllr R. Horskins (Virtual Attendance)
Cllrs D. Bragg; M. Holmes
0 members of the public*

16. **APOLOGIES**

Apologies for absence were received from Councillors Horskins and Rowland.

17. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

18. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ♦ That in view of the confidential nature of the business about to be transacted in relation to personnel and contractual 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.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote Recorded: 0

Councillor Nagra joined the meeting.

19. **PERSONNEL SUB COMMITTEE**

The Chairman of the Personnel Sub Committee, Councillor Anderson, presented Report No. SR 20/24 of the Personnel Sub Committee meeting which took place on 13 July 2024.

19.1 **RESOLVED:**

- ♦ To note Report No. SR 20/24 of the Personnel Sub Committee meeting which took place on 13 July 2023.
- ♦ To restructure the WPLC Staff Team in line with the proposed structure chart, provided at **Appendix A**.
- ♦ To recruit to an additional permanent Administrative Officer post, in line with the job description provided at **Appendix B**.
- ♦ To recruit to a fixed term (12-months) Duty Manager post, in line with the job description provided at **Appendix C**.

Voting: For: 7 Against: 0 Abstentions: 1 No Vote Recorded: 0

19.2 **RESOLVED:**

- ◆ To update the Personnel Sub Committee's terms of reference to include responsibility for carrying out the Town Clerk's annual appraisal, and for this to be carried out by the Chairman and one other member of the Personnel Sub Committee.

Voting: For: 7 Against: 0 Abstentions: 1 No Vote Recorded: 0

Councillor Horskins joined the meeting virtually.

20. **CATERING TASK & FINISH WORKING GROUP**

Councillor Bragg, as Chairman of the Catering task & finish working group, presented Report No. SR 21/24.

Members discussed the tender submission in detail. Members noted the tender had been submitted on behalf of Fresh Woodley Ltd T/A Crumbs, however on Companies House Fresh Woodley Ltd showed dormant accounts for the period up to September 2023. The Deputy Town Clerk advised that the address on the tender also differed to that published for Fresh Woodley Ltd on Companies House, however another company, Fresh Berkshire Ltd, was registered from the address on the tender, incorporated in March 2022, which lists the same Director and has accounts made up to March 2023. It was requested that the Town Clerk seek further clarification of this, and the circulate to all Members of the Committee and other Councillors attending the meeting.

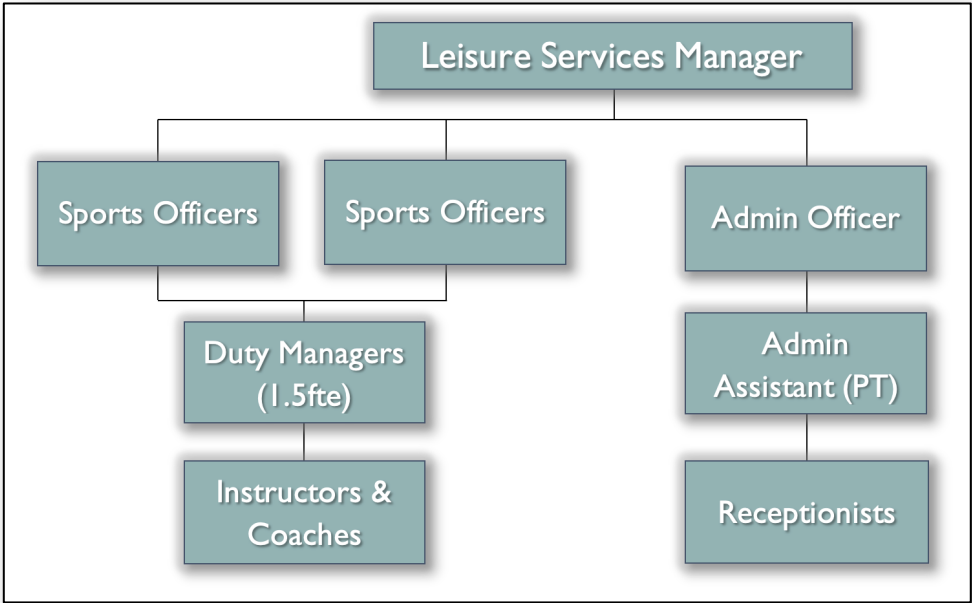
RESOLVED:

- ◆ To note Report No. SR 21/24 of the Catering task & finish working group meeting held on 22 July 2024.
- ◆ To note Report No. SR 22/24 of the Catering task & finish working group meeting held on 22 July 2024.
- ◆ That, subject to satisfactory explanation of the queries raised with Companies House information, Crumbs be appointed as the Council's catering partner under an initial 5-year contract and based on the concession rent proposal set out in the tender submission and detailed in Report No. SR 22/24.

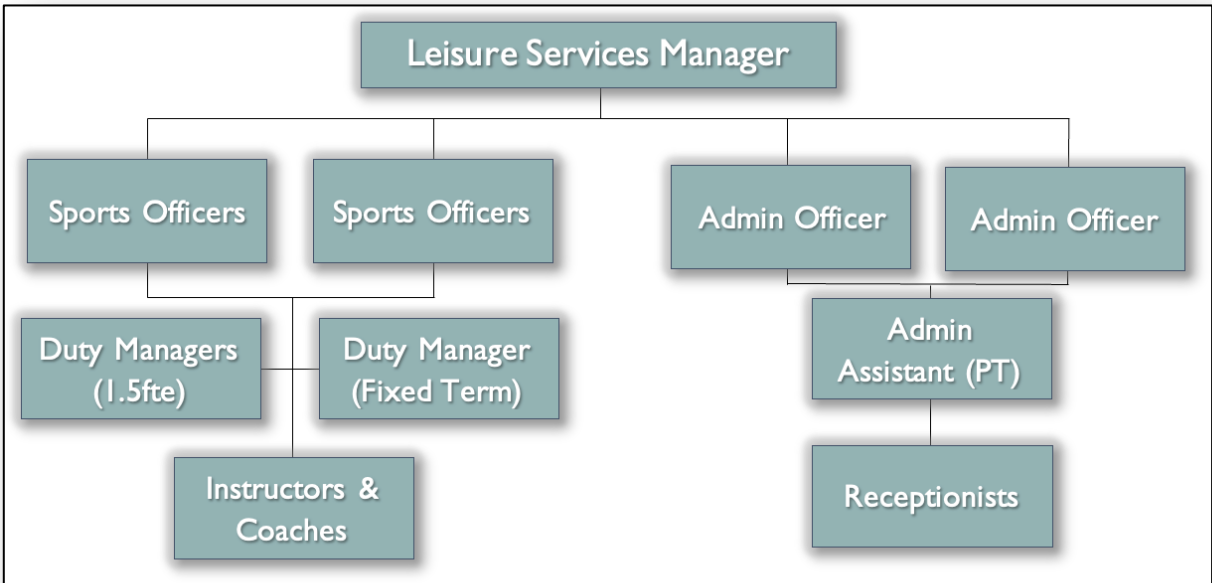
Voting: For: 8 Against: 0 Abstentions: 0 No Vote Recorded: 0

Meeting closed at 7:45 pm

CURRENT WPLC STAFF STRUCTURE



PROPOSED WPLC STAFF STRUCTURE





JOB DESCRIPTION



Job title	Administrative Officer
Location	Woodford Park Leisure Centre Haddon Drive Woodley RG5 4LY
Reports to	Leisure Services Manager
Grade	NJC SCP 5 - 6 (increments subject to satisfactory performance established through annual appraisal)
Type of position	Permanent, Full Time
Hours of work	35 hours per week; including occasional evening & weekend work to support events and cover sickness and annual leave of other staff as and when required.

This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

COUNCIL PURPOSE

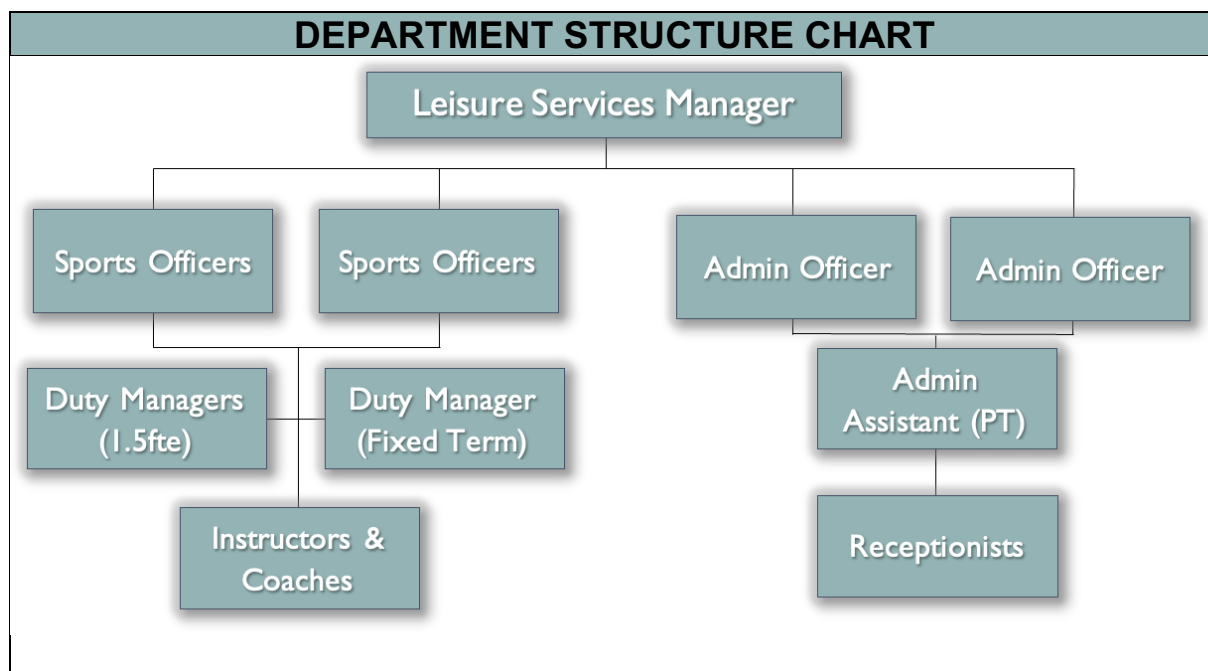
Woodford Park Leisure Centre is owned and operated by Woodley Town Council.

Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role.

As the town has grown so have the services provided by the Town Council. As well as the leisure centre, the Town Council is responsible for a number of parks, open spaces and play areas, allotments, community halls, street lighting and bus shelters, planning consultation, and The Oakwood Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.

FINANCIAL/ORGANISATION

- Council Precept 2024: £1,164,500
- Town Councillors: 25
- Staff: 55 total (28 Full Time Equivalents)
- Population est: 28,000
- Leisure Centre Budgeted Net Income 2024/25: £455,375
- Leisure Centre Budgeted Net Expenditure 2024/25: £458,250



MAIN DUTIES	
Key Contacts	
Internal: • Elected Councillors • Town Council staff External: • Service providers • External bodies • Contractors • Community groups/organisations • Voluntary sector organisations • Members of public	
Main Purpose	
To oversee, manage and be responsible for the general day-to-day administration tasks at Woodford Park Leisure Centre and to provide administrative support to other Town Council staff where required.	
To oversee the day-to-day operation of the Woodford Park Leisure Centre reception, including ensuring that all reception staff have completed appropriate training and are aware and familiar with standard procedural processes.	
1	Main Responsibilities/Accountabilities:
1.1	To ensure the Woodford Park Leisure Centre reception operates efficiently and appropriately as the first point of contact for visitors and customers.
1.2	To act as a lead to the reception team and to ensure that appropriate procedures, processes and associated training is in place to promote the effective day to day running of the Leisure Centre reception.
1.3	To assist in ensuring that a positive and professional relationship remains in place between centre staff and all Leisure Centre visitors, and to take appropriate steps to improve and repair relationships where necessary.

Administrative Officer (WPLC) Job Description – August 2024 approved

1.4	To be responsible for the day-to-day management and administration of all Woodford Park Leisure Centre facility bookings; including management of the facility booking processes, booking system and bookings diaries.
1.5	To oversee and be responsible for creating and sending invoices to facility hirers, based on booking requirements, whilst also ensuring the correct application of the Town Councils approved leisure service charges.
1.6	To monitor and accurately record facility income and ensure invoices to hirers are paid on time and receipted promptly.
1.7	To take payments for bookings and activities both in person at reception and over the phone.
1.8	To meet with prospective hirers to discuss their requirements in more detail and to give personal tours of Woodford Park Leisure Centre facilities.
1.9	To provide administrative support to other officers and staff based at Woodford Park Leisure Centre as and when required.
1.10	To be responsible for the petty cash system at Woodford Park Leisure Centre and to monitor and manage minor expenses and purchases.
1.11	To oversee the end of day banking and daily cashing up procedures and to ensure all reception staff are trained in these processes.
1.12	In the absence of a Duty Manager, to assist with general operational tasks and the day to day running of the Leisure Centre.
1.13	To assist with the filing and archiving of documents, as directed by senior officers, including handling the deletion of data in line with GDPR.
1.14	To monitor stock levels of booking and registration forms and information leaflets, printing further copies as required.
1.15	To monitor stationery stock levels and place orders for additional stock as and when required, managing the stationery budget whilst doing so.
1.16	To handle and deal with feedback from the public and customers, including taking a proactive approach to customer complaints and feedback.
1.17	To carry out any other reasonable duties required to maintain the standards of service at Woodford Park Leisure Centre.
1.18	To carry out all duties ensuring the Health and Safety of resources within the post holder's responsibility and to ensure that personal responsibilities of Health and Safety as laid down in the Health and Safety at Work Act, are followed.
2	Other Information:
2.1	All employees must be able to commit to Woodley Town Council's inclusivity policy and values, treating colleagues and customers with dignity and respect.
	<i>This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.</i>

PERSON SPECIFICATION	
Essential:	
• Experience of working in a busy and often fast paced office environment. • Experience of creating invoices and knowledge of the basic processes associated with invoicing and managing payments. • Experience of working with the general public and the related ability to	

Administrative Officer (WPLC) Job Description – August 2024 approved

communicate in a polite and professional manner. • Experience of dealing with customers using a variety of communication methods including email, telephone and in person. • Experience of handling cash and knowledge of the basic processes associated with cashing up and end of day banking. • Comfortable working with computers and particularly competent using Microsoft Word and Excel.
Skills and abilities: • Good interpersonal skills and the ability to form and maintain strong and positive relationships with both customers and colleagues. • The ability to take a proactive and positive approach when assisting members of the public with various enquiries and concerns. • The ability to problem solve and to be tactful when required. • The ability to use your own initiative to proactively prevent and solve problems and to take responsibility for solving problems without instruction. • The ability to follow procedures and policies and to take the initiative to propose practical and workable changes to these where appropriate. • The ability to maintain accurate data and record systems that are well organised and allow documentation to be easily and promptly retrieved.



JOB DESCRIPTION



Job title	Duty Manager
Location	Woodford Park Leisure Centre Haddon Drive Woodley RG5 4LY
Reports to	Leisure Services Manager
Grade	NJC SCP 2 - 4 (increments subject to satisfactory performance established through annual appraisal)
Type of position	Permanent, Full Time
Hours of work	37 hours per week, including fixed morning, evening and weekend shifts

This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.

COUNCIL PURPOSE

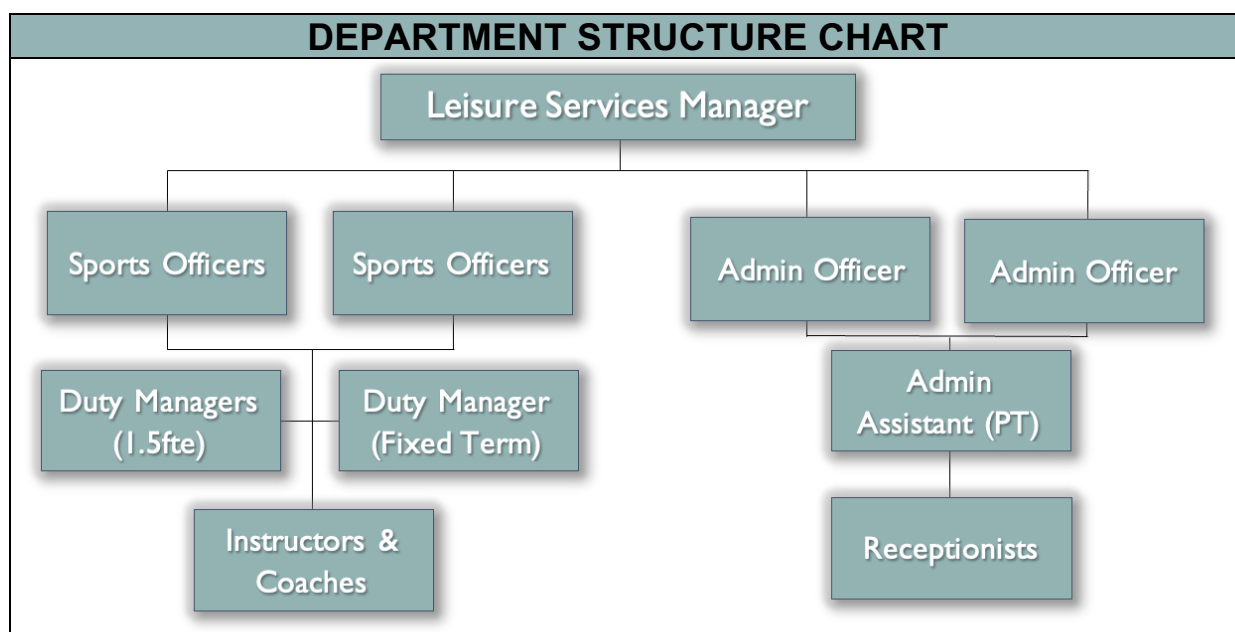
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FINANCIAL/ORGANISATION

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- Population est: 28,000
- Leisure Centre Budgeted Net Income 2024/25: £455,375
- Leisure Centre Budgeted Net Expenditure 2024/25: £458,250



MAIN DUTIES	
Key Contacts	
Internal: • Elected Councillors • Town Council staff External: • Service providers • External bodies • Contractors • Community groups/organisations • Voluntary sector organisations • Members of public	
Main Purpose	
To take the lead in performing the day-to-day operational tasks relating to the smooth, safe and efficient running of the Leisure Centre.	
To ensure a welcoming operation is evident, paying particular attention to Leisure Centre cleanliness, facility presentation and standard of service.	
To be responsible for building security whilst on duty, including the opening and closing of the facilities in line with organisational procedures and processes.	
1	Main Responsibilities/Accountabilities:
1.1	To act as the operational lead whilst on duty, ensuring that all day-to-day tasks relating to the smooth, safe and efficient running of the Leisure Centre are completed in line with organisational procedures and processes.
1.2	To complete the daily facility inspection checklist whilst on duty and to report any discovered facility or equipment defects to the Amenities Team.
1.3	To facilitate the smooth and efficient running of the Leisure Centre activity timetable whilst on duty, including setting up and taking down any equipment needed for bookings and sessions as and when required.

1.4	To be responsible for the security of the building whilst on duty, including acting as a keyholder to open and close the facilities in line with organisational procedures and requirements.
1.5	To supervise any part-time and casual workers on duty, ensuring that organisational procedures and processes are being followed correctly and to provide relief cover where necessary to assist with high workloads.
1.6	To promote strong customer relations by taking a proactive and positive approach to any queries, concerns or complaints that arise whilst on duty.
1.7	To ensure that a high standard of cleanliness and presentation is evident across Leisure Centre facilities at all times and to take the lead on improving facility cleanliness and presentation wherever possible.
1.8	To oversee the general safety and behaviour of customers and the public whilst on duty, with the aims of proactively preventing accidents and incidents as well as avoiding damage to Leisure Centre facilities and equipment.
1.9	To carry out any other reasonable duties required to maintain the standards of service at Woodford Park Leisure Centre.
1.10	To take the lead in the event of an emergency building evacuation, guiding any staff on duty through the building evacuation procedure to ensure a safe and efficient evacuation for both staff and the public.
1.11	To assist with the ongoing maintenance and operation of Leisure Centre facilities and equipment, including but not limited to the surface of the 3G Pitch, the Paddling Pool and the fitness equipment within the gym.
1.12	To carry out all duties ensuring the Health and Safety of resources within the post holder's responsibility and to ensure that personal responsibilities of Health and Safety as laid down in the Health and Safety at Work Act, are followed.
2	Other Information:
2.1	All employees must be able to commit to Woodley Town Council's inclusivity policy and values, treating colleagues and customers with dignity and respect.
	<i>This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.</i>

PERSON SPECIFICATION	
Essential	• Experience of working in a busy and often fast paced environment. • Experience of working within and also leading a small team to achieve the best level of service possible. • Experience of working to a strict timetable and the related ability to manage your own time effectively. • Experience of working with the general public and the related ability to communicate in a polite and professional manner. • A willingness to work a variety of shift times, that will include evening and weekend work, as well as the willingness to work additional shifts to help cover holiday and sickness as and when required. • A basic knowledge of Health and Safety and how this should be applied in a Leisure Centre environment. • A level 2 Emergency First Aid at Work qualification or better / equivalent.
Skills and abilities	• Good interpersonal skills and the ability to form and maintain strong and positive relationships with both customers and colleagues. • The ability to take a proactive and positive approach when assisting members of the public with various enquiries and concerns. • The ability to remain calm under pressure and to make quick decisions. • The ability to problem solve and to be tactful when required. • The ability to use your own initiative to proactively prevent and solve problems and to take responsibility for solving problems without instruction. • The ability to follow procedures and policies and to take the initiative to propose practical and workable changes to these where appropriate. • Comfortable working with computers and particularly competent using Microsoft Word and Excel. • A level 2 Gym Instructor qualification is desirable, but not essential.

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 27 August 2024 at 7:45 pm

Present: *Councillors: D. Bragg (Chairman); K. Baker; C. Jewell;
J. Sartorel; P. Singh;*

Officers present: *M. Filmore, Deputy Town Clerk*

Also present: *Cllr R. Horskins (virtual attendance)
2 members of the public
1 member of the Press*

48. **APOLOGIES**

Apologies for absence were received from Councillors Guttridge, Horskins, Lewis, Soane and Taylor. Cllr Horskins indicated he would attend the meeting virtually.

49. **DECLARATIONS OF INTEREST**

Councillor K. Baker – Pecuniary interest: Agenda item 5 – Current Planning Applications: Councillor Baker advised he currently owns the property at 33 Reading Road, for which one application relates. Councillor Baker took no part in the discussion regarding this specific planning application and left the room when the specific application was considered.

50. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 23 JULY 2024**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 23 July 2024 be approved and be signed by the Chairman as a true and accurate record.

51. **ACTIONS / FOLLOW UPS**

Members noted the information provided in the Actions and Follow ups document, provided in the agenda.

14 November 2023 – Minute 115

It was requested that a copy of the Woodley Design Statement be circulated, via email, to Members of the committee.

30 January 2024 – Minute 172

It was noted that the project to replace noticeboards is currently with the Amenities team who have yet to progress this whilst other projects have taken precedence. When this is ready to be progressed, the committee will be asked to consider the locations of the noticeboards.

27 February 2024 – Minute 188

Members discussed the benefit of retaining this action on the actions and follows up document; the action related to the Cycling & Walking task & finish working group raising the matter of parking around schools with Wokingham Borough Council's My Journey team. It was noted the group had yet to meet again as they were awaiting maps from Wokingham onto which active travel routes were due to be planned. It was suggested the matter should be added to the agenda when the group next meets with the My Journey team.

52. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

53. **PLANNING DECISIONS**

Members requested that, in future, when decisions are contrary to the Town Council's recommendations, details of the Committee's original comments, along with any explanation from Wokingham Borough Council as to why the decision differed from these comments, be included in the agenda.

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

54. **VARIATION OF PREMISES LICENCE**

RESOLVED:

- ◆ To note the application for variation of premises licence under the Licensing Act 2003, received by Wokingham Borough Council, in relation to the Good Companions, 149 Loddon Bridge Road, Woodley, RG5 4AG.
- ◆ To submit no objections to the above application.

55. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following applications for works to protected trees received by Wokingham Borough Council:

Application:	242113
Location:	TPO 3/1951 (W3): 8 Mulberry Close, Woodley, Wokingham, RG5 3LR.
Proposal:	T1, Pine - Fell

- ◆ To note Wokingham Borough Council has confirmed the following new Tree Preservation Order:

TPO 1955/2024 - Trees at 91 Reading Road, Woodley, Wokingham, Berks, RG5 3AE

56. **TRANSPORTATION & HIGHWAYS**

56.1 **Community Speedwatch**

Members noted the speedwatch camera had now been repaired and returned. Councillor Bragg advised that he and Councillor Taylor were planning on testing the camera in the next few weeks, after which they will be able to go live with the speedwatch group. Two locations have been identified for speedwatch activities; the corner of Oak Drive, at the junction with Colemansmoor Road, and on Church Road outside the church.

The Deputy Town Clerk advised that he would be able to create a webpage for Community Speedwatch information, and a form for residents and Councillors to request speedwatch activities at locations in Woodley, and this could be published and publicised once Councillor Bragg and Taylor have finished their testing.

56.2 **Highways Issues**

The Deputy Town Clerk advised Members of Wokingham Borough Council's proposals to implement a pedestrian crossing on Headley Road outside the Oakwood Centre. Members noted designs were still being considered, and details would be circulated when known.

57. **COMMUNITY ISSUES**

A concern was raised about flytipping adjacent to charity clothes banks; one example raised was the clothes bank in Headley Road car park. A query was raised about how agreement is gained to place clothes banks at particular locations. The Deputy Town Clerk advised the Council had been approached previously and believed it would be up to the landowner to agree to the placement of the clothes banks.

Members asked that the matter be raised with Wokingham Borough Council, specifically regarding those placed on Wokingham Borough Council owned land.

58. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Promise Inclusion newsletter – July 2024
 - Me2 newsletter – July 2024

59. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

60. **PUBLICITY/WEBSITE**

There were no additional publicity and website items raised by Members.

61. **ENFORCEMENT ISSUES**

RESOLVED:

- ◆ To note the information on enforcement issues received from the planning authority, as given in the agenda.

The meeting closed at 8:53 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 27 August 2024

Application No. & Address	Proposal
241301 Tennis Courts, Silver Fox Crescent, Woodley, RG5 3JA	Full planning application for the proposed erection of 1 no. self- build detached dwelling.
Observations: No objections.	
241714 Shop Units 3 and 4, Loddon Vale Centre, Woodley, RG5 4UL	Full application for the proposed change of use of unit 3 (ground floor) to a restaurant in connection with unit 4.
Observations: No objections.	
241755 14 Glendevon Road, Woodley, RG5 4PJ	Householder application for proposed single storey rear extension, plus garage conversion to create habitable accommodation.
Observations: No objections.	
241834 14 Reading Road, Woodley, RG5 3DB	Householder application for proposed erection of a single storey rear extension following demolition of the existing conservatory.
Observations: No objections.	
241835 21 Austin Road, Woodley, RG5 4EJ	Householder application for proposed single storey front extension, single storey side extension and part single storey rear extension along with changes to fenestration.
Observations: The Planning & Community Committee considered this application and, whilst they noted the proposed development was quite large in scale, determined to submit no objections.	
241865 12 Shepherds Hill, Woodley, RG6 1BB	Full application for proposed three bedroom detached dwelling with associated parking and landscaping.
Observations: The Planning & Community Committee have considered this application and wish to object on the grounds that they believe the entry and exit from this proposed property onto the roundabout would be dangerous in view of the lack of driveway space, even considering the proposed turning circle.	

241880 6 Vickers Close, Woodley, RG5 4PA	Householder application for the proposed erection of single storey front extension, garage conversion to create habitable accommodation, plus changes to fenestration.
Observations: No objections.	
241926 Land at Headley Road East, Woodley, RG5 4SN	Application to remove condition 32 of planning consent 213106 (granted at appeal, ref: APP/X0360/W/22/3306963) for the proposed erection of 5 no. buildings for commercial development to provide flexible light industrial, general industrial, and storage and distribution uses, with ancillary offices, associated car parking, formation of new accesses, and landscape planting, following demolition of existing buildings. Condition 32 refers to the timing of deliveries at units 9 and 10 and the proposed removal of the condition is to lift this restriction.
Observations: The Planning & Community Committee have considered this application and wish to object to the proposal. They noted the condition was implemented by the Planning Inspectorate to protect neighbouring properties from noise overnight, and they see no valid reason to remove this condition.	
241959 6 Denmark Avenue, Woodley, RG5 4RS	Householder application for proposed changes to fenestration and chimney removal (part-retrospective).
Observations: This application was invalidated by Wokingham Borough Council and, therefore, was not considered by the Planning & Community Committee.	
241975 83 Malone Road, Woodley, RG5 3NL	Householder application for proposed erection of a single storey front extension to create porch, conversion of the existing detached double garage into habitable accommodation along with changes to fenestration plus dropped kerb.
Observations: The Planning & Community Committee have considered this application and wish to object to the proposal on the grounds that they believe the proposed new dropped kerb would be too close to the junction and could create highways safety issues.	
241976 33 Reading Road, Woodley, RG5 3DA	Householder application for proposed erection of a single storey rear extension, conversion of the existing attached garage into habitable accommodation along with changes to fenestration.
Observations: No objections.	
242049 Travis Perkins Site, Woodley Green, Woodley, RG5 4QP	Application to vary condition 2 of planning consent 233168 for the proposed erection of a building to form a residential care home (Use Class C2) with access, parking, landscaping and associated works, following demolition of all existing buildings on the site. Condition 2 refers to the approved details and the variation is to reposition and amend the frontage of the building to accommodate manhole access.
Observations: No objections.	

242050 25 Tiger Close, Woodley, RG5 4UY	Householder application for the proposed single storey rear extension with a mixed roof of dual pitch and flat roof, with skylights. Including front porch alternations with a change of fenestration.
Observations: No objections.	

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 3 September 2024 at 8:00 pm**

Present: *Councillors D. Smith (Chairman); Y. Edwards; D. Errawalla; M. Firmager;
C. Jewell; M. Kennedy; V. Lewis; P. Singh*

Officers present: *K. Murray, Town Clerk; M. Filmore, Deputy Town Clerk;
E. Whitesmith, Leisure Services Manager*

Also present: *Councillor R. Horskins (Virtual Attendance)
0 members of the public*

14. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Horskins. Councillor Horskins attended the meeting virtually.

15. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

16. **MINUTES OF THE MEETING HELD ON 4 JUNE 2024**

RESOLVED:

- ♦ That the minutes of the Leisure Services Committee meeting of 4 June 2024 be approved and signed by the Chairman as a correct record.

17. **ACTIONS / FOLLOW UPS**

Members noted the update on the actions and follow ups from previous meetings, as provided in the agenda.

7 November 2023 – Minute 34

In relation to the request to transfer ownership of the land to the Town Council, the Town Clerk updated Members to advise that a response had been received from the Leader of Reading Borough Council directing him to contact the Head of Property and Asset Management to progress discussions.

18. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

The Town Clerk highlighted to Members that income from community halls had been very strong so far this year, as has income relating to Woodford Park Leisure Centre and the 3G pitch. He advised all other income and expenditure was where it was expected to be at the current time.

RESOLVED:

- ♦ To note Report No. LS 23/24.

19. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**

The Leisure Services Manager presented Report No. LS 24/24.

Members noted that, unlike in previous years, the net number of gym members had increased during the summer months, which was excellent.

In relation to Family Racket Attack, the Leisure Services Manager advised that the final number of individual transactions which took place during the summer was 1,426 – nearly 400 more than in 2023.

Following a query as to whether members can suspend their membership, the Leisure Services Manager confirmed they could if, for example, they receive an injury, although this needs to be supported by a medical note. Members are required to stipulate a return date, to avoid membership remaining suspended, but this date can be adjusted should a return to fitness be delayed.

The Leisure Services Manager advised that goal nets on the 3G pitch are replaced every September and are due to be replaced in the next two weeks. He also confirmed that the dividing curtains are also due to be replaced at the same time.

RESOLVED:

- ◆ To note Report No. LS 24/24.

20. **PARKS AND BUILDINGS**

The Town Clerk presented Report No. LS 25/24.

He updated Members that works to repair the water leak discovered at the leisure centre were due to take place on 10 September.

Members noted that Woodford Park had been awarded the Green Flag award for the 7th year running. The Town Clerk advised that, whilst the park's scoring is high, each year this becomes more difficult to achieve as the judging is becoming more detailed. However, he explained that the detail of the scoring and the report are excellent feedback which helps the Council realise what it can achieve with the park and the areas of improvement to target.

A concern was raised about a pile of mud and grass by the entrance to the allotments site which is preventing tenants in the first row from parking, thus creating access issues. The Town Clerk advised he would investigate this.

RESOLVED:

- ◆ To note Report No. LS 25/24.

21. **COMMUNITY YOUTH PARTNERSHIP**

RESOLVED:

- ◆ To note Report No. LS 26/24 of the Community Youth Partnership meeting held on 11 July 2024.

22. **WPLC DEVELOPMENT TASK & FINISH WORKING GROUP**

Members concurred that the strategy report, provided in the agenda to summarise the findings of the working group, was an excellent document and thanked the Leisure Services Manager for composing it.

Members discussed the proposed site plan included in the report, with several suggestions made regarding possible changes, including the potential location of the proposed café and access to the building from the north side. It was noted the plan was an initial, rough blueprint, incorporating the elements identified for inclusion by the working group, but that the plan was flexible and open to change following input from architects.

It was also noted Officers would aim to develop a design which allows for a phased development process, hoping to ensure as little disruption or loss of service to existing centre users as possible.

It was noted that the design did not incorporate any plans for segregated, team sports changing facilities. The Leisure Service Manager advised that the existing sports changing rooms to the rear of the building were heavily under used with demand for such facilities low, as reflected in the residents' survey responses. As such, inclusion of these was not prioritised in the design.

Members queried whether Officers had an idea of what the potential demand for services at the leisure centre might be in the next 10 to 15 years, and what the desired capacity might be. Officers advised they did not know this currently but would review this and seek to develop a business plan with future income projections as part of any final proposal and funding request.

A comment was made that a number of survey responses had indicated they would like the introduction of a swimming pool. However, Members noted that the cost of installing and running a swimming pool was significant and prohibitive, with no suitable location or space currently at the leisure centre for a pool without developing on the park. Officers also highlighted a number of local pools which already exist, including at Bulmershe Leisure Centre, and that Officers felt this was not an offering they would be able to pursue.

RESOLVED:

- ◆ To note Report No. LS 27/24 of the WPLC Development task & finish working group meeting held on 31 July 2024.
- ◆ That Council Officers should proceed to engage with an appropriate architect to design and create a formal proposal for the re-development of Woodford Park Leisure Centre, focusing on the inclusion of a café, dedicated exercise studio space, soft play area, and splash pad, with additional focus on making spaces multi-use, where possible, and ensuring parking capacity is taken into consideration.
- ◆ That the terms of reference of the WPLC Development task & finish working group be expanded to oversee the above task, with the group responsible for submitting a final recommendation to the Strategy & Resources Committee, via Leisure Services, for the redevelopment of Woodford Park Leisure Centre.
- ◆ That the end date of the WPLC Development task & finish working group be extended until the start of the 2025/26 municipal year.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote: 1

- ◆ To note the appointment of Cllr Edwards by the Labour group to their vacant place on the working group.

23. **ALLOTMENT WASTE MANAGEMENT**

The Town Clerk presented Report No. LS 28/25 regarding the management of waste at the Reading Road allotment site.

In relation to the prohibition of bonfires, due to come into force in January 2025, Members noted that a recent survey of tenants indicated that 70% did not agree with the decision. The survey also highlighted that various waste items were being burnt on bonfires, not just green waste. The prohibition of bonfires was primarily due to be introduced to support the Council's carbon reduction aims, encouraging composting, but as various waste items were being burnt the Town Clerk advised that the issue was wider than just the burning green waste and more in relation to the overall management of waste at the site.

The Town Clerk advised Members of varying methods other sites use to manage waste; some prohibit bonfires, whilst others require larger deposits from tenants so that, should non-green waste be produced on their plot which subsequently needs removal, the Council has funds to achieve this. Members noted that more research was needed to understand the waste issue at the allotments and the options available to the Council to resolve this.

RESOLVED:

- ◆ To note Report No. LS 28/25.
- ◆ That the clause in the tenancy agreement relating to bonfires revert to the previously seasonal restrictions to enable further consultation and planning to manage waste at the site.

Voting: For: 7 Against: 0 Abstentions: 0 No Vote: 1

24. **FRIENDS OF WOODFORD PARK UPDATE**

Members noted the report from the Friends of Woodford Park (FoWP), as set out in the agenda.

In relation to the statement included in the report regarding the introduction of a Hello Bench in the park, the Town Clerk advised the bench chosen had not been installed by FoWP but instead by the Council. However, he also advised that, following discussions with the Hello Bench coordinator, it had been decided to select an alternative bench. Members noted this had already been communicated to FoWP.

25. **FUTURE AGENDA ITEMS**

A suggestion was made that, similar to the discussions currently taking place regarding transferring ownership of Wheble Park, Officers might be asked to identify parcels of land in Woodley, not owned by the Town Council, which the Council might like to seek to take responsibility for or ownership of those areas to maintain and ; an example was given of land at Drovers Way.

It was noted that, with the Council's current resources, it would not be possible to manage more areas of land, and that to do so would be costly. It was also commented that it would be difficult for Officers to identify all potential areas of land as the majority of land in Woodley is not owned by the Council, so this could be extensive. Instead, it was recommended that, if such areas of land do exist and are identified by Councillors, then these should be highlighted to Officers who can then look into them individually.

26. **PUBLICITY AND WEBSITE**

There were no publicity or website items raised by Members.

The meeting closed at 9:14 pm

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 10 September 2024 at 7:30 pm

Present: *Councillors K. Baker (Chairman); G. Bello; K. Gilder; M. Kennedy; M. Nagra*

Officers present: *K. Murray, Town Clerk; M. Filmore, Deputy Town Clerk; A. Basra, Finance Manager; B. Fennelly, Town Centre Manager*

Also present: *Cllr B. Rowland; Cllr R. Horskins (Virtual Attendance)
Cllr J. Taylor
Nicky Phillips (Skills & Employment Service Manager – WBC)
0 members of the public*

21. Prior to the formal meeting, Nicky Phillips from Wokingham Borough Council (WBC) provided members with a presentation on the Borough Council's development of a Town Centre Strategy for Wokingham, Woodley and Twyford.

The presentation highlighted footfall data showing usage change between 2019 and 2023; this showed that, whilst footfall had not returned to pre-covid levels, out of the three main centres Woodley was performing the best.

During discussions, Members highlighted the need for a regular bus service to Twyford Station which serves multiple areas of Woodley. A key issue was also the condition of the town centre and car parks, with Members pointing out issues with paving, weeds, and general aesthetics. This identified the importance of "pride of place" to Woodley, and it was noted the strategy needed to include improvements to highways and green spaces.

Concerns were also raised with the residents' survey, relating to this strategy, being issued purely by WBC's online platform, with users needing a username and password. It was pointed out that this presented a barrier to residents and might reduce the number of responses. Nicky confirmed she would review this to see how the survey might be made more accessible.

It was noted slides from the presentation would be circulated after the meeting to Members. Members thanked Nicky for her attendance.

22. **APOLOGIES**
Apologies for absence were received from Councillors Anderson, Chadwick, Horskins, Rowland and Swaddle. Councillors Horskins and Rowland attended the meeting virtually.

23. **DECLARATIONS OF INTEREST**
There were no declarations of interest raised by Members.

24. **MINUTES OF THE MEETING HELD ON 11 JUNE 2024**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 11 June 2024 be approved and signed by the Chairman as a correct record.

25. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 6 AUGUST 2024**

RESOLVED:

- ♦ That the minutes of the Extraordinary Strategy and Resources Committee meeting of 6 August 2024 be approved and signed by the Chairman as a correct record.

26. **ACTIONS / FOLLOW UPS**

Members noted the actions and follow ups update, as provided in the agenda.

21 November 2023 – Minute 48

The Town Clerk confirmed progress has been made with the installation of a water refill station in the town centre. The Rotary Club has confirmed they are willing to pay for the unit and the installation, with a section 171 licence now being needed to permit the appropriate installation works to take place.

23 January 2024 – Minute 76

The Town Clerk updated Members that he had received a further response from Reading Borough Council confirming they would be unwilling to transfer the land at Wheble Park to the Town Council, but that they'd be willing to consider negotiating a longer lease or agreeing a full sale. Members noted a full report would come to the next meeting of the committee.

16 April 2024 – Minute 89b

The Deputy Town Clerk confirmed the painting of white line marking around the speed hump at Chapel Hall had now been completed.

27. **FINANCE**

a) Budgetary Control

The Town Clerk presented Report No. SR 23/24.

Members noted expenditure was tracking slightly lower than expected at this point in the year, although energy and maintenance costs were over due to an issue with billing, with a credit note due to be issued shortly.

The Town Clerk advised that income was as expected at this point in the year, although slightly under in relation to room hire at the Oakwood Centre due to a quieter period in June and July.

It was highlighted that the percentage, recorded as 0% against Community Grant expenditure, with expenditure £1,250 against a budget of £1,560.

RESOLVED:

- ♦ To note Report No. SR 23/24.

b) Payments

RESOLVED:

- ♦ To note the following payments, listed in **Appendix A** (May 2024), **Appendix B** (June 2024), and **Appendix C** (July 2024):

	Current account	Imprest account
May 2024	£134,378.38	£57,526.63
June 2024	£129,639.28	£60,164.54
July 2024	£75,010.06	£62,287.96

c) CCLA PSDF Funds

RESOLVED:

- ◆ To note the update with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as provided in the agenda.

28. OAKWOOD CENTRE INCOME UPDATE

The Town Clerk presented the Oakwood Centre room hire and catering income updates.

Members noted that, following on from the extraordinary committee meeting in August, Crumbs took over operation of the café at the Oakwood Centre and successfully re-opened on 7 September.

RESOLVED:

- ◆ To note the Bookings and Room Hire income and Catering income charts, as provided in the agenda.

29. WOODLEY TOWN CENTRE PARTNERSHIP

In relation to CCTV, the Town Clerk advised that no comments had been received in relation to the tender from Wokingham Borough Council. The Council was awaiting comments from Thames Valley Police, after which this would be progressed.

Following a query, it was noted that monitoring of CCTV images would take place in a secure room at the Oakwood Centre.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Partnership meeting which took place on 17 July 2024.

30. CAPITAL PROJECTS SCHEDULE

The Town Clerk presented the updates on existing capital projects, as well as report no. SR 24/24 which set out proposals for requested capital programme funding.

RESOLVED:

- ◆ To note the update on Council projects, as provided in the agenda.
- ◆ To note Report No. SR 24/24
- ◆ To approve the setting up of an IT Infrastructure earmarked reserve with the transfer of £16,000 from the General Reserve.
- ◆ To allocate funding for the following Capital Projects from the Capital Programme budget:
 - Segregated recycling bins (x8) for Woodford Park - £8,000
 - 3G Pitch netting and pitch improvements - £4,500
 - Ground Scarifier - £3,500
 - Tractor mount counter weight - £2,000
 - Storage Container - £2,500
- ◆ To allocate £23,000 for the replacement of theatre winches / cabling and fittings, to be funded primary from Community Infrastructure Levy funding, with any expenditure exceeding these funds being taken from the Oakwood Centre earmarked reserve.

Voting: For: 5 Against: 0 Abstain: 0 No Vote Recorded: 0

31. **CLIMATE EMERGENCY ACTION PLAN**

Members noted the updates to the outstanding actions in the Council's Climate Emergency Action Plan.

The Deputy Town Clerk updated Members on the progress with regards to running the Climate Action Week in November, in collaboration with Wokingham Borough Council. Members requested that any publicity regarding the event created by Wokingham Borough Council should be checked by the Town Council to make sure it is clear the event is being jointly run.

RESOLVED:

- ◆ To note the updates to the outstanding actions included in the Council's Climate Emergency Action Plan, as set out in the agenda.

32. **FUTURE AGENDA ITEMS**

It was requested that the Council look into the introduction of hearing loops into Council buildings. The Town Clerk confirmed he was looking into this.

No suggestions for future agenda items were raised by Members.

33. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

34. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

Voting: For: 5 Against: 0 Abstentions: 0 No Vote Recorded: 0

35. **TENNIS COURTS – LAND AT SILVER FOX CRESCENT**

The Town Clerk set out Report No. SR 25/24. He also provided Members with an update on the matter following further correspondence received after the issuing of the agenda.

Following a discussion, Members:

RESOLVED:

- ◆ To note Report No. SR 25/24.
- ◆ To instruct the Town Clerk to respond to the correspondence, confirming the Council would be agreeable to the indicative offer communicated.

Voting: For: 5 Against: 0 Abstain: 0 No Vote Recorded: 0

Meeting closed at 9:15 pm

Woodley Town Council

Current Account

List of Payments made between 01/05/2024 and 31/05/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
09-May-24	(Personal Information)	300.00	Routine pest control service
16-May-24	(Personal Information)	728.37	Monthly WTCP Mkt Mgr
02-May-24	AGA Print Ltd	31.69	Poster/Banners
02-May-24	Alan Hadley Ltd	924.00	Refuse collection
16-May-24	Alan Hadley Ltd	462.00	Refuse collection
02-May-24	BALC	3291.86	Annual Berks ALC/NALC subscription
20-May-24	BNP Paribas Leasing Solutions	367.20	Qtrly Photocopier rental fee
09-May-24	Bowak Ltd	132.43	Cleaning supplies
16-May-24	Bowak Ltd	234.07	Cleaning supplies
17-May-24	Bowak Ltd	448.56	Cleaning supplies
09-May-24	Brake Bros Foodservice Ltd	357.73	Vending supplies
17-May-24	Brake Bros Foodservice Ltd	305.65	Vending supplies
17-May-24	Brown Bag Cafe Ltd	570.84	Monthly catering service-May 24
09-May-24	Broxap Ltd	1801.20	Cast Iron Rippon seats
02-May-24	Business Stream	47.13	Water rates-Toilet
09-May-24	Carbon Footprint Ltd	7920.00	Carbon Footprint Appraisal
09-May-24	Castle Water	4549.87	Water rates
15-May-24	Castle Water Ltd	17.21	Water rates-Town Ctr-Apr24
17-May-24	Castle Water Ltd	0.50	Water rates-Town Ctr-Apr24
17-May-24	Churchill Contract Services Ltd	1884.67	Contract cleaning
09-May-24	Circus Scene	999.00	D-Day family entertainment
01-May-24	Club Manager Ltd	106.80	Monthly gym software fee
02-May-24	DCK Accounting Solutions Ltd	446.16	23/24 Yearend closedown
16-May-24	Dunster House Ltd	1474.99	ECO composting toilets
15-May-24	Ecotricity	2553.55	Gas supply-WPLC Mar24
15-May-24	Ecotricity	2367.13	Gas supply-OC Mar24
21-May-24	Ecotricity	502.55	Electric supply-Depot Apr24
21-May-24	Ecotricity	2160.68	Gas supply-WPLC Apr24
21-May-24	Ecotricity	1551.18	Gas supply-OC Apr24
21-May-24	Ecotricity	368.31	Gas supply-Chapel H Apr24
10-May-24	Epos Now Ltd D/D	30.00	WPLC Monthly till support
17-May-24	Eventu	50.00	Monthly projector hire
09-May-24	Global 4 Communications	1138.53	Phone/Mobiles-Apr24
09-May-24	Henry Street Garden Centre	270.00	Garden supplies
30-May-24	Henry Street Garden Centre	200.84	Garden supplies
02-May-24	Hermeq UK Ltd	744.00	Crowd control barriers
17-May-24	HMRC Cumbernauld	16552.66	Employee & 'er deducted from pay
17-May-24	Keep Mobile	2645.00	Grant-WTC
09-May-24	Lantec Security Ltd	1272.00	Annual alarm maintenance
16-May-24	LAX Events Ltd	1758.00	D-Day Events engineer cover
28-May-24	Les Mills Fitness UK Ltd	224.57	Gym live coach
17-May-24	Link Visiting Scheme	750.00	Grant-WTC
15-May-24	Lloyds Bank D/D	475.97	Cardnet fees-April 24
17-May-24	Lyreco UK Ltd	160.84	Stationery supplies
16-May-24	M K Cleaning	79.00	Laundry-Table cloths
15-May-24	Mailcoms Ltd D/D	130.62	Mail franking ink cartridge
02-May-24	Marshall's Group Ltd	2788.20	Rhino heavy duty bollards
15-May-24	Merchant Rentals Ltd	19.50	Monthly cardnet mach-May24
15-May-24	Merchant Rentals Ltd	19.50	Monthly cardnet mach-May24
02-May-24	One Degree West Satellite & Aerial Service	210.00	Call out fee-Feb 24
02-May-24	PHS Group	489.36	Qtrly dust mat hire
17-May-24	Poztive Energy Ltd	871.49	Electric supply-WPLC Apr24
17-May-24	Poztive Energy Ltd	37.89	Electric supply-Chapel H Apr24
17-May-24	Poztive Energy Ltd	1979.92	Electric supply-OC Apr24
21-May-24	Poztive Energy Ltd	76.98	Electric supply-Coro H Apr24
02-May-24	Promain UK Ltd	600.78	Centrecoat line paint
17-May-24	Prudential	300.00	AVC deducted from pay
17-May-24	Readibus	7105.00	Grant-WTC
02-May-24	RoadCraft Safety Products Ltd	542.89	Safety signs
07-May-24	SecureHeat	250.20	Monthly-Service Heat
16-May-24	SecureHeat Ltd	17375.83	Ground pumps/pipework
30-May-24	Select Environmental Services Ltd	1005.93	Refuse collection
09-May-24	SGW Payroll Ltd	153.74	Monthly payroll fee-Apr24

29-May-24	Siemens Financial Services	1236.62	Monthly gym equip hire
17-May-24	Spot on Fitness Ltd	240.00	Pilates cover class
17-May-24	SSE Energy Supply Ltd	234.44	Street lighting-Apr24
16-May-24	Thames Valley Water Services Ltd	228.00	Monthly water temp checks
17-May-24	The Berkshire Pension Fund	21535.73	Employee & 'er deducted from pay
17-May-24	The Wokingham Paper Ltd	480.00	Advert Memorial Gnd licence
17-May-24	The Wokingham Volunteer Centre	500.00	Grant-WTC
16-May-24	Trade UK - Screwfix	27.98	Building supplies
17-May-24	Trade UK - Screwfix	805.51	Building supplies
17-May-24	Tudor Environmental	491.20	Garden supplies
09-May-24	Ukactive	391.52	Annual music licence 1 Jun24-31 May25
09-May-24	Volker Highways Ltd	429.82	Replace faulty lantern
30-May-24	Willings Services Ltd	51.72	EMP8 standard repair-toilet
17-May-24	Wingfield Engineering Ltd	417.27	Vehicle service/MOT
01-May-24	Wokingham BC - Rates	2812.00	Rates-WPLC May24
01-May-24	Wokingham BC - Rates	421.00	Rates-Coro H May24
01-May-24	Wokingham BC - Rates	190.00	Rates-Chapel H May24
01-May-24	Wokingham BC - Rates	1291.00	Rates-OC May24
17-May-24	Wokingham-Citizens Advice	4000.00	Grant-WTC
09-May-24	WorkNest Ltd	690.00	Staff health assessment
17-May-24	WorkNest Ltd	690.00	Staff health assessment

Total Payments

134378.38

CLERKS IMPREST A/C

List of Payments made between 01/05/2024 and 31/05/2024

Date Paid	Payee Name	Amount Paid
15-May-24	(Personal Information)	200.00 Refund deposit
17-May-24	(Personal Information)	64.00 Train Travel
13-May-24	(Personal Information)	150.00 Refund deposit
03-May-24	(Personal Information)	200.00 Refund deposit
03-May-24	(Personal Information)	200.00 Refund deposit
13-May-24	(Personal Information)	195.38 Annual Town Mtg food
30-May-24	(Personal Information)	69.07 Refund allotment
29-May-24	(Personal Information)	12.00 Refund WPLC course
29-May-24	(Personal Information)	200.00 Refund deposit
17-May-24	(Personal Information)	75.00 Refund deposit
29-May-24	(Personal Information)	200.00 Refund deposit
29-May-24	Adobe Systems Software Ireland	198.96 Acrobat Pro Software-MF
01-May-24	Amazon Business Account	47.02 Projector stands
10-May-24	Amazon Business Account	20.35 Neoprene dumbbell pair
10-May-24	Amazon Business Account	23.81 Neoprene dumbbell pair
10-May-24	Amazon Business Account	14.86 Heavy duty basketball nets
20-May-24	Amazon Business Account	83.94 Ant stop bait station
20-May-24	Amazon Business Account	26.00 A3 poster display stand
22-May-24	Amazon Business Account	25.01 10x Wax torches
24-May-24	Amazon Business Account	29.00 10 Ltr fuel petrol jerry can
22-May-24	Asda Stores Ltd	31.50 Ambi Pur air freshener
14-May-24	DVLA	335.00 Vehicle Tax-MW65 EHN
07-May-24	Fastbuild Supplies	297.84 One shot drain cleaner
29-May-24	Harringtons Reading LLP	261.48 19Kg Propane cylinder
13-May-24	Key 2 Code	5.98 Tork 250 toilet keys
22-May-24	Lloyds Bank	54125.35 May 2024-Net payroll
10-May-24	Lloyds Bank D/D	15.08 Imprest a/c 10 Mar-9 Apr24
10-May-24	Pool Warehouse	149.00 Poll chlorine tablets
02-May-24	SJ Sports Ltd	150.00 Cricket medals/ribbons
07-May-24	Wokingham Borough Council	21.00 Memorial Temp event notice
08-May-24	Wokingham Borough Council	100.00 Memorial Premise licence

Total Payments

57526.63

Woodley Town Council

Current Account

List of Payments made between 01/06/2024 and 30/06/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
20-Jun-24	(Personal Information)	440.00	Monthly WTCP Mkt Mgr
27-Jun-24	(Personal Information)	300.00	Routine pest control service
07-Jun-24	AGA Print Ltd	206.06	Poster/Banners/signs
20-Jun-24	Alarm Response	24.00	Key holding service
27-Jun-24	April Skies Accounting Ltd	673.60	Yearend Internal audit 23/24
07-Jun-24	Berkshire Tree Care	2040.00	Garden services
20-Jun-24	Bowak Ltd	840.38	Cleaning supplies
06-Jun-24	Brake Bros Foodservice Ltd	392.97	Vending supplies
07-Jun-24	Brake Bros Foodservice Ltd	253.71	Vending supplies
13-Jun-24	Brake Bros Foodservice Ltd	573.57	Vending supplies
20-Jun-24	Brake Bros Foodservice Ltd	518.43	Vending supplies
27-Jun-24	Brake Bros Foodservice Ltd	308.74	Vending supplies
27-Jun-24	Brewers Decorator Centres	421.93	Decorating supplies
20-Jun-24	Brown Bag Cafe Ltd	441.89	Monthly catering service-June 24
06-Jun-24	Castle Water	3821.79	Water rates
13-Jun-24	Castle Water Ltd	13.95	Water rates-Town Ctr May24
27-Jun-24	Churchill Contract Services Ltd	1884.67	Contract cleaning
03-Jun-24	Club Manager Ltd	106.80	Gym software monthly-Jun24
13-Jun-24	Drain Surgeons UK Ltd	276	Empty Cesspit-Depot
20-Jun-24	Ecotricity	1253.24	Electric supply-OC May24
20-Jun-24	Ecotricity	557.68	Gas supply-WPLC May24
20-Jun-24	Ecotricity	204.36	Gas supply-Chapel H May24
20-Jun-24	Ecotricity	66.69	electric supply-Chapel H May24
20-Jun-24	Ecotricity	878.80	Gas supply-OC May24
20-Jun-24	Ecotricity	609.13	Gas supply-Coro H Mar24
06-Jun-24	EDF Energy 1 Ltd	250.94	Electric supply-Clock
12-Jun-24	Epos Now Ltd D/D	30.00	WPLC Till support license
20-Jun-24	Ethos Communications Solutions Ltd	120.59	Printing/copying Feb to May 24 WPLC
20-Jun-24	Eventu	343.50	Tech support - WTC mtg
11-Jun-24	Global 4 Communications	1138.53	Phone/Moblie-May24
27-Jun-24	Grabloader Ltd	9984.60	387 Tonnes crush concrete
07-Jun-24	Henry Street Garden Centre	494.01	Garden supplies
24-Jun-24	HMRC Cumbernauld	17340.97	Employee & 'er deducted from pay
20-Jun-24	IBS Office Solutions Ltd	301.75	Printing/copying Feb to May 24 OC
27-Jun-24	John Stacey - Sons Ltd	366.00	Refuse collection
27-Jun-24	Les Mills Fitness UK Ltd	224.57	Gym live coach
13-Jun-24	Lister Wilder Ltd	1072.74	Vehicle supplies/service
04-Jun-24	Lloyds Bank D/D	47.86	Current 10 Apr-9 May 24
14-Jun-24	Lloyds Bank D/D	314.62	Monthly cardnet charges-May24
27-Jun-24	Lyreco UK Ltd	359.95	Stationery supplies
13-Jun-24	M K Cleaning	106.2	Laundry table cloths
20-Jun-24	MBF Commercial Ltd	22905.22	30% part payment - OC Toilets
17-Jun-24	Merchant Rentals Ltd	19.50	Monthly card mach-Jun24
17-Jun-24	Merchant Rentals Ltd	19.50	Monthly Card mach-Jun24
27-Jun-24	Peacock Insurance Brokers Ltd	327.13	WPLC Bouncy castle insurance
06-Jun-24	Playsafety Ltd	676.80	Annual Safety Inspection
27-Jun-24	PPL PRS Ltd	3682.19	Music licence fee
13-Jun-24	Proludic Ltd	527.41	Main swing bearing kit
24-Jun-24	Prudential	300.00	AVC deducted from pay
26-Jun-24	Public Works Loan Board	10640.58	PW504186-Capital/Interest
20-Jun-24	Roadmap IT Ltd	360.00	Monthly software support
27-Jun-24	Roadmap IT Ltd	360.00	Monthly software support
06-Jun-24	SecureHeat	250.20	Monthly heat service-Jun24

20-Jun-24	Select Environmental Services Ltd	1009.24	Refuse collection
11-Jun-24	SGW Payroll Ltd	151.70	Payroll service-May 24
28-Jun-24	Siemens Financial Services	1236.62	Monthly gym equip-Jun24
07-Jun-24	SLCC Enterprises Ltd	78.00	Youth Engagement training
20-Jun-24	SLCC Enterprises Ltd	416.00	Annual membership
27-Jun-24	SLCC Enterprises Ltd	144.00	Staff training
20-Jun-24	Spot on Fitness Ltd	150.00	Pilates WPLC cover
13-Jun-24	SSE Energy Supply Ltd	242.23	Electric supply-Street coloumns
06-Jun-24	Technical Surfaces Ltd	399.00	3G Matchfit service
06-Jun-24	Thames Valley Water Services Ltd	495.60	Monthly water temp checks
24-Jun-24	The Berkshire Pension Fund	22288.15	Employee & 'er deducted from pay
27-Jun-24	The Jazz Team	880.00	Band performance-D Day
06-Jun-24	Total Door Services Ltd	1761.41	WPLC doors repair
20-Jun-24	Trade UK - Screwfix	182.18	Building supplies
20-Jun-24	Tudor Environmental	653.40	Garden supplies
06-Jun-24	VideoCentric Ltd	351.60	Yealink annual renewal
20-Jun-24	WFL UK Ltd	1742.40	ULS Diesel-Depot
03-Jun-24	Wokingham BC - Rates	2812.00	Rates-WPLC June24
03-Jun-24	Wokingham BC - Rates	421.00	Rates-Coro H June24
03-Jun-24	Wokingham BC - Rates	190.00	Rates-Chapel H June24
03-Jun-24	Wokingham BC - Rates	1291.00	Rates-OC June24
06-Jun-24	Wokingham Borough Council	70.00	Annual Licence fee Jun24-May25
20-Jun-24	Woodley Carnival Committee	3000.00	Carnval donation

Total Payments

129639.28

CLERKS IMPREST A/C

List of Payments made between 01/06/2024 and 30/06/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
03-Jun-24	(Personal Information)	75.00	Refund deposit
03-Jun-24	(Personal Information)	200.00	Refund deposit
03-Jun-24	(Personal Information)	200.00	Refund deposit
03-Jun-24	(Personal Information)	200.00	Refund deposit
06-Jun-24	(Personal Information)	175.00	Refund WPLC deposit
07-Jun-24	(Personal Information)	100.00	Refund deposit
14-Jun-24	(Personal Information)	200.00	Refund deposit
14-Jun-24	(Personal Information)	15.00	Refund key deposit
18-Jun-24	(Personal Information)	15.00	Refund key deposit
24-Jun-24	(Personal Information)	75.00	Refund deposit
26-Jun-24	(Personal Information)	197.08	June 24 net-pay
28-Jun-24	(Personal Information)	52.54	Cricket Tournment food
28-Jun-24	(Personal Information)	10.00	Refund key deposit
28-Jun-24	(Personal Information)	74.97	Gym DD refund
10-Jun-24	Amazon Business Account	14.55	USB powered speakers
10-Jun-24	Amazon Business Account	18.96	Ripple coffee cups
13-Jun-24	Amazon Business Account	99.99	Cordless grass strimmer
14-Jun-24	Amazon Business Account	36.99	Thermal till rolls-WPLC
21-Jun-24	Amazon Business Account	26.37	Ripple coffee cups/lids
28-Jun-24	Amazon Business Account	39.90	Staff safety trainers
12-Jun-24	Asda Stores Ltd	-31.50	Cleaning supplies
11-Jun-24	Chew Valley Trees	243.00	Gardening supplies
05-Jun-24	Czech School Berks	90.00	Refund WPLC-Czech Sch Berks
04-Jun-24	Fuel/Petrol Petty cash	118.67	Topup petrol petty cash
26-Jun-24	Lloyds Bank	57872.43	Net June 24-Payroll
28-Jun-24	Lloyds Bank	-197.08	Return pay by bank
14-Jun-24	Lloyds Bank D/D	13.60	Imprest 10 Apr-9 May 24
19-Jun-24	OGD Commerce	59.80	Ambi Pur air freshener
21-Jun-24	OGD Commerce	-59.80	Credit-Ambi Pur Air freshener
04-Jun-24	PETTY CASH A/C	229.07	Topup petty cash

Total Payments

60164.54

Woodley Town Council

Current Account

List of Payments made between 01/07/2024 and 31/07/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
01-Jul-24	CF Corporate Finance Ltd	166.32	Qtrly WPLC Copier lease rental
01-Jul-24	Wokingham BC - Rates	2812.00	Rates-WPLC July24
01-Jul-24	Wokingham BC - Rates	421.00	Rates-Coro H Jul24
01-Jul-24	Wokingham BC - Rates	190.00	Rates Chapel H Jul24
01-Jul-24	Wokingham BC - Rates	1291.00	Rates-OC Jul24
02-Jul-24	Club Manager Ltd	106.80	Monthly clubmgr-July24
02-Jul-24	Lloyds Bank D/D	45.25	Current-10 May-9 jun24 fees
04-Jul-24	SecureHeat	250.20	Subscription service
08-Jul-24	Mailcoms Ltd D/D	102.60	Franking software/support
09-Jul-24	Global 4 Communications	1145.42	Phone/Mobiles-June24
10-Jul-24	SGW Payroll Ltd	153.74	Monthly payroll serv-Jun24
11-Jul-24	Alan Hadley Ltd	522.00	Refuse collection
11-Jul-24	Brake Bros Foodservice Ltd	538.81	Vending supplies
11-Jul-24	Castle Water Ltd	4609.40	Water rates
11-Jul-24	Epos Now Ltd D/D	30.00	Monthly WPLC till fee-Jul24
11-Jul-24	John Stacey & Sons Ltd	366.00	Refuse collection
11-Jul-24	Total Door Service	162.00	Call out-WPLC doors
11-Jul-24	Trade UK - Screwfix	36.27	Building supplies
12-Jul-24	(Personal Information)	550.00	Monthly WTCP Mkt Mgr
12-Jul-24	Brandon Hire Station Ltd	216.00	Scrubber dryer/collection fee
12-Jul-24	Castle Water Ltd	14.45	Water rates-Jun24 Town Ctre tap
12-Jul-24	CDK Castings Ltd	121.80	Bronze Plaque
12-Jul-24	EDF Energy 1 Ltd	121.22	Electric supply-Clock
12-Jul-24	Lloyds Bank D/D	338.20	Cardnet fee charge-June24
12-Jul-24	Mammoth Site Storage & Toilet Hire	468.00	Event portable toilet hire
12-Jul-24	MKR Electrical Services Ltd	998.70	Electrical works
12-Jul-24	Thames Valley Water Services Ltd	312.00	Monthly water temp checks
15-Jul-24	Merchant Rentals Ltd	19.50	Monthly cardnet mach rental
15-Jul-24	Merchant Rentals Ltd	19.50	Monthly cardnet Mach rental
19-Jul-24	Bowak Ltd	236.14	Cleaning supplies
19-Jul-24	Bowcom	1380.00	Bowgrass seed 10L
19-Jul-24	Brakes Bros Ltd	499.46	Vending supplies
19-Jul-24	(Personal Information)	180.00	Refund deposit
19-Jul-24	Frasers Office Supplies Ltd	330.00	Stationery supplies
19-Jul-24	Pitney Bowes Ltd	350.00	Postage topup-Jul24
19-Jul-24	PPL PRS Ltd	546.91	Music Licence-Coronation Hall
19-Jul-24	Spot on Fitness Ltd	240.00	Pilates WPLC cover
19-Jul-24	Trade UK - Screwfix	232.54	Building supplies
19-Jul-24	Tudor Environmental	454.34	Gardening services
22-Jul-24	Ecotricity	996.78	Electric supply-OC June24
22-Jul-24	Ecotricity	106.71	Gas supply-Coro H June24
22-Jul-24	Ecotricity	61.46	Electric supply-ChapelH June24
23-Jul-24	Ecotricity	39.23	Gas supply-Chapel H June24
23-Jul-24	Ecotricity	868.23	Gas supp10/6/21-1/7/24 OC
23-Jul-24	HMRC Cumbernauld	15354.42	Employee & 'er deducted from pay
23-Jul-24	Prudential	300.00	AVC deducted from pay
23-Jul-24	The Berkshire Pension Fund	21056.57	Employee & 'er deducted from pay
25-Jul-24	Bowak Ltd	199.21	Cleaning supplies
25-Jul-24	Brake Bros Foodservice Ltd	864.94	Vending supplies
25-Jul-24	Brown Bag Cafe Ltd	379.08	Monthly catering service-June 24
25-Jul-24	Business Stream	64.61	Water rates-Jun24 Toilet

25-Jul-24 Churchill Contract Services Ltd	1884.67 Contract cleaning
25-Jul-24 Cloudy Group Ltd	4650.00 5x WPLC computers/setup
25-Jul-24 CoolerAid Ltd	49.34 Bottled water
25-Jul-24 Fraser Office Supplies Ltd	330.00 Stationery supplies
25-Jul-24 Lyreco UK Ltd	137.88 Stationery supplies
25-Jul-24 Marshall Mono Ltd	1005.00 Telescopic bollards/keys
25-Jul-24 Reading Community Energy Soc Ltd	1653.31 Qtrly Electrical supply - OC/WPLC
25-Jul-24 Roadmap IT Ltd	360.00 Monthly IT support
25-Jul-24 Select Environmental Services Ltd	919.03 Refuse collection
25-Jul-24 SSE Energy Supply Ltd	234.44 Electric supply-Street columns
25-Jul-24 St John Ambulance	137.28 First aid/medical cover
29-Jul-24 Les Mills Fitness UK Ltd	224.57 Individual live gym program
30-Jul-24 Ecotricity	1275.87 Gas supp 2/6/21-1/7/24 WPLC
30-Jul-24 Lloyds Bank D/D	43.24 Current 10 Jun-9 Jul 24 fees
30-Jul-24 Siemens Financial Services	1236.62 Gym Equip 27/8/24-26/9/24

Total Payments

75010.06

CLERKS IMPREST A/C

List of Payments made between 01/07/2024 and 31/07/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
01-Jul-24	(Personal Information)	200.00	Refund deposit
05-Jul-24	(Personal Information)	200.00	Refund deposit
05-Jul-24	(Personal Information)	200.00	Refund deposit
10-Jul-24	(Personal Information)	6.75	Refund WPLC course
10-Jul-24	(Personal Information)	30.00	Refund key deposit
15-Jul-24	(Personal Information)	467.97	Refund deposit
17-Jul-24	(Personal Information)	15.00	Refund key deposit
22-Jul-24	(Personal Information)	36.97	Catering food for customer
23-Jul-24	(Personal Information)	200.00	Refund deposit
23-Jul-24	(Personal Information)	200.00	Refund deposit
24-Jul-24	(Personal Information)	361.89	Net O/time for July 24
24-Jul-24	(Personal Information)	25.25	Net O/time for July 24
24-Jul-24	(Personal Information)	385.56	Net O/time for July 24
26-Jul-24	(Personal Information)	200.00	Refund deposit
03-Jul-24	Amazon Business Account	30.32	Rexel staple cartridges
10-Jul-24	Amazon Business Account	23.99	Gas struts springs
10-Jul-24	Amazon Business Account	8.46	Smart panda pen markers
10-Jul-24	Amazon Business Account	42.99	19ltr Sanitary bins
11-Jul-24	Amazon Business Account	36.05	Rainbow party balloons
12-Jul-24	Amazon Business Account	39.88	Tree & Shrub fertiliser
12-Jul-24	Amazon Business Account	89.99	Organic liquid fertiliser
26-Jul-24	Amazon Business Account	412.79	Mobile rolling safety steps
26-Jul-24	Amazon Business Account	678.00	Gutter cleaning vacuum
29-Jul-24	Amazon Business Account	139.72	Silicone toilet brush sets
31-Jul-24	Amazon Business Account	22.99	Case cover - iPad
31-Jul-24	Amazon Business Account	14.99	Bluetooth mouse-iPad
31-Jul-24	Amazon Business Account	18.95	Pre lawn & Seed fertiliser
22-Jul-24	CLEANING SUPPLIES 4U	495.90	Twin mini toilet rolldispenser
25-Jul-24	Fuel/Petrol Petty cash	105.51	Topup petrol petty cash
12-Jul-24	Gravel Master	1004.00	Grass hardwearing turf
26-Jul-24	Gujarat Samaj Reading	75.00	Refund deposit
24-Jul-24	Lloyds Bank	55081.53	Net July 2024 payroll
12-Jul-24	Lloyds Bank D/D	15.02	Imprest 10 May-9 Jun 24 fees
22-Jul-24	Out of Eden LTD	552.00	Easyfill soap dispenser
03-Jul-24	Woodley Bowling Club	147.99	Bowling event food
23-Jul-24	Yehlex UK	722.50	Club grade shuttlecocks

Total Payments

62287.96

Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 17 September 2024 at 7:45 pm

Present: *Councillors: B. Soane (Chairman); K. Baker; D. Bragg; L. Guttridge; C. Jewell; P. Singh; J. Taylor*

Officers present: *K. Murray, Town Clerk; M. Filmore, Deputy Town Clerk; B. Fennelly, Town Centre Manager*

Also present: *Cllr R. Horskins; Cllr V. Lewis (virtual attendance)
Cllr G. Bello; Cllr M. Nagra
Councillor A. Freeny (Wokingham Borough Council)
8 members of the public*

62. **APOLOGIES**

Apologies for absence were received from Councillors Horskins, Lewis and Sartorel. Councillors Horskins and Lewis attended the meeting virtually.

63. **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members.

64. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 27 AUGUST 2024**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 27 August 2024 be approved and be signed by the Chairman as a true and accurate record.

65. In light of the fact that a number of residents were attending the meeting to raise concerns about building works on Headley Road East, a matter referenced in the anti-social behaviour report provided by Wokingham Borough Council due to be covered under item 11 on the agenda, Councillor Taylor proposed, seconded by Councillor Baker, and following a vote it was:

RESOLVED:

- ♦ To bring item 11 – Anti-Social Behaviour Report - forward in the agenda for discussion as the next item, under Standing Order 13.3.a.

Voting: For: 7 Against: 0 Abstain: 0 No Vote: 0

66. **ANTI-SOCIAL BEHAVIOUR REPORT**

It was highlighted to members of the public in attendance that the Town Council had no responsibility in relation to managing the building works on Headley Road East, and little influence on Wokingham Borough Council who were responsible.

Members of the public in attendance spoke to raise concerns about the works, stating they had experienced unacceptable levels of noise, dust and vibrations. A number also advised that cracks had appeared in their properties due to the level of vibrations, and there were concerns about structural damage.

It was noted concerns had been raised with Wokingham Borough Council's Anti-Social Behaviour team but, following checks, they had advised there were no issues with the works, with dust, noise and vibrations within acceptable levels.

Members acknowledged and supported the concerns of residents. It was noted this was not a planning issue as planning applications had already been approved by Wokingham Borough Council, and that complying with the approved plans, including the management of works, was likely to be an enforcement matter.

It was highlighted to the public that the best people to try to help them address their concerns with Wokingham Borough Council were the relevant Borough Ward Councillors, all three of which were in attendance. A suggestion was also made that the Town Council should write to Wokingham Borough Council to highlight and support the concerns which residents have raised.

RESOLVED:

- ◆ To note the anti-social behaviour report from Wokingham Borough Council, as provided in the agenda.
- ◆ To write to Wokingham Borough Council to highlight and support the concerns of residents.

Councillors Bello and Nagra, Borough Councillor Freeny, and six members of the public left the meeting.

67. **ACTIONS / FOLLOW UPS**

Members noted the information provided in the Actions and Follow ups document, provided in the agenda.

17 October 2024 – Minute 94.3

The Chairman advised that the matter of parking outside Rivermead Primary School would now be picked up as part of the wider issue of parking outside local schools, due to be discussed with the Wokingham MyJourney team by the Cycling and Walking task & finish working group.

23 July 2024 – Minute 41

The Deputy Town Clerk updated Members that footfall data had been included as part of a Town Centre Strategy presentation provided by Wokingham Borough Council to the Strategy & Resources Committee meeting on 10 September. Members noted that the data showed an increase in footfall in the Town Centre following the increase in car park charges in the summer of 2023. It was noted that slides from this presentation would be circulated to all Members once available.

68. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

69. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting, as given in the agenda.

70. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

- ◆ To note the following prior approval application received by Wokingham Borough Council:

Application: 242194
Location: 59 Crockhamwell Road, Wokingham, Woodley, RG5 3JP
Proposal: Prior approval submission for proposed change of use of the commercial premises on the first floor (Units 2 and 3) to 3 no. dwellings, with associated ground floor entrance.

71. **ADVERTISEMENT CONSENT APPLICATION**

RESOLVED:

- ◆ To note the following advertisement consent application received by Wokingham Borough Council:

Application: 242148
Location: Land outside 145 Crockhamwell Road, Woodley, RG5 3JP
Proposal: Application for advertisement consent for the proposed installation of 1 no. internally illuminated digital display within the communications kiosk.

72. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following applications for works to protected trees received by Wokingham Borough Council:

Application: 241951
Location: TPO 3/1951 AREA 1: 1 Douglas Bader Court, Howth Drive, Woodley, Wokingham, RG5 3AF.
Proposal: H1, Lawson Cypress - Reduce in height to approx. 4m by removing approx. 3.5m. Face trim both sides.
H2, Lawson Cypress - Reduce in height to approx. 4m by removing approx. 3.5m. Face trim both sides. G1, Mixed Species - Face trim to leave relatively rounded finish.

Application: 242036
Location: TPO 3/1951, WOODLAND 3: 126 Nightingale Road, Woodley, Wokingham, RG5 3LZ.
Proposal: T1, Sweet Chestnut – Cut back to provide approx. 2m clearance from the roof of no. 124 Nightingale Road; crown reduction of northeast quadrant by 1-2m; remove major deadwood overhanging no. 124.

Application: 242139
Location: TPO 3/1951, WOODLAND 3: 3 Larch Drive, Woodley, Wokingham, RG5 3LW.
Proposal: T1, Sweet Chestnut – Remove deadwood back to live growth; reduce remaining side branches to 1-2m stumps.
T2, Sweet Chestnut - Reduce elongated limb on southwest side by approx. 2-3m; remove deadwood back to live growth. T3, Sweet Chestnut - Reduce remaining side branches to 1-2m stumps.

Application: 242202
Location: TPO 141/1977, AREA 1: 20 Radcot Close, Woodley, Wokingham, RG5 3BG.
Proposal: T1, Oak – Crown reduction to eastern and southern quadrants by 1.5m.

Application: 242205
Location: TPO 0141/1977 (T14): 22 Radcot Close, Woodley, Wokingham, RG5 3BG.
Proposal: T1 (Ash) - Reduce all round by 1.5m to the nearest suitable growth point, leaving a flowing canopy line.

Application: 242210
Location: SECTION 211 NOTIFICATION FOR WORKS IN A CONSERVATION AREA: 17 Church Mews, Woodley, Wokingham, RG5 4RJ.
Proposal: T1 (Tree of Heaven) - Remove 2no suckers growing over path.
S1 (Strawberry Tree) - Reduce in height to approximately 2.3m. G1 (3no. dead trees) - Fell.

Application: 242270
Location: TPO 3/1951, WOODLAND 3: 18 Hazel Drive, Woodley, Wokingham, RG5 3SA.
Proposal: T1, Silver Birch – Crown reduction by approx. 0.5m of the radial crown spread and up to approx. 1m of the height, leaving radial crown spread to North of 2.4m, East 2.5, South 2.5m, West 2.4m and height of 4m.

73. **PREMISES LICENCE**

RESOLVED:

- ◆ To note the following application for a variation of a premises licence received by Wokingham Borough Council:

Business: ASRA Retail Ltd
Location: Unit 2, 86-88 Headley Road, Woodley, RG5 4JE
Details: Changing operating name from NISA Local to Morrisons Daily.

- ◆ To submit no concerns regarding this application.

74. **WOKINGHAM BOROUGH COUNCIL FLOOD RESPONSE PLAN**

Members considered the request for comments from Wokingham Borough Council regarding their draft Flood Response Plan.

The inclusion of the 'informal homeless encampment – Thames Valley Park' under 'Infrastructure at risk from fluvial within the Borough' was highlighted, with a comment made questioning why Wokingham Borough Council wasn't doing more to prevent homelessness so as to remove the need for a homeless encampment in the area.

RESOLVED:

- ◆ To respond to Wokingham Borough with the following comments:
 - 5.0 Roles & Responsibilities – Local Authority (pg45): Add "to work with local Town / Parish Councils"
 - 6.5 Infrastructure at risk from fluvial within the Borough – River Thames – 2. Informal homeless encampment – Thames Valley Park: Why is 'informal' infrastructure included?

- 6.5 Infrastructure at risk from fluvial within the Borough – River Loddon: Include Colemansmoor Lane

75. **TRANSPORTATION & HIGHWAYS**

75.1 **Community Speedwatch**

Councillor Bragg advised Members that Councillor Taylor would be taking over the role of primary co-ordinator for the Community Speedwatch group. Councillor Taylor advised she had collected the speedwatch camera and would undertake some informal testing before going live with activities. Following a query, it was noted that the group needed to be publicised to ensure the public knew how to request roads for speed checks, and Councillor Taylor advised that a website and request form was ready to be published on the website once she was confident in using the equipment.

75.2 **Highways Issues**

Members noted there was no further update on the proposed installation of a new pedestrian crossing on Headley Road.

76. **COMMUNITY ISSUES**

There were no community issues raised by Members.

77. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ♦ To note receipt of the following:
 - Promise Inclusion newsletter – August 2024
 - Me2 newsletter – July 2024
 - Berkshire Association of Local Councils newsletter – September 2024

78. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

79. **PUBLICITY/WEBSITE**

A request was made to include a link on the website for responding to Wokingham Borough Council's Flood Response plan.

[Deputy Town Clerk's note: Wokingham have yet to issue a public consultation on the plan so it is not possible to request views from the public at this time]

80. **ENFORCEMENT ISSUES**

RESOLVED:

- ♦ To note the information on enforcement issues received from the planning authority, as given in the agenda.

The meeting closed at 9:03 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 17 September 2024

Application No. & Address	Proposal
242072 3 Loddon Gardens, Woodley, RG5 4TX	Householder application for the proposed rear single storey extension.
Observations: No objections. <i>[APPLICATION REMOVED FROM WOKINGHAM BOROUGH COUNCIL'S PLANNING PORTAL BEFORE COMMENTS COULD BE SUBMITTED]</i>	
242124 32 Wilmington Close, Woodley, RG5 4LR	Householder application for the proposed single storey rear and two storey side extension to create a garage and habitable accommodation, along with changes to fenestrations.
Observations: The Planning & Community Committee have considered this application and, whilst they determined to submit no formal objections, they were concerned about the likely terracing effect that would occur from approving this application, although they noted this was a result of the approval of planning for the neighbouring property.	
242147 Land outside 145 Crockhamwell Road, Woodley, RG5 3JP	Full application for the proposed installation of 1 no. new communications kiosk.
Observations: The Planning & Community Committee have considered this application and wish to submit objections. The Committee's main objection is that the proposed location is unsuitable. Councillors wished to highlight that, whilst this area is pedestrianised, it is still classified as a highway. The precise location proposed is an area regularly used as access by vehicles involved with Woodley's two weekly markets as well as other annual events, such as the Town Council's Halloween and Christmas events. The introduction of this kiosk would cause disruption to the flow of traffic and lead to an increased likelihood of conflict between vehicles and pedestrians, as well as impeding the running of Town Council events, popular with the community. The Committee also noted there was already a telephone kiosk and a defibrillator in the Town Centre, in close proximity to this location. Whilst they would not be opposed to the addition of a communications kiosk they felt there was no significant demand for this, and if it were to happen they recommend it takes place in a different location. In future, prior discussion with the Woodley Town Centre Manager, Brian Fennelly, would assist with such an application to identify a suitable location. Members noted that Borough Councillor Rowland had been requested to list this application, should planning officers be minded to approve it.	

242167 62 Walmer Road, Woodley, RG5 4PN	Householder application for the proposed single storey side extension which includes erecting an open canopy above the new entrance door and changes to fenestration.
Observations: No objections.	
242168 10 Marathon Close, Woodley, RG5 4UN	Householder application for proposed two storey rear extension, single storey front extension alongside changes to existing fenestration.
Observations: No objections.	
242184 61 Wyndham Crescent, Woodley, RG5 3AY	Householder application for the proposed single storey rear extension following demolition of the existing conservatory.
Observations: No objections.	
242201 47 Enstone Road, Woodley, RG5 4QU	Householder application for the proposed erection of a single-story front and side extension. Change of front porch roof from flat to hipped and changes to side fenestration.
Observations: No objections.	
242266 195 Loddon Bridge Road, Woodley, RG5 4BP	Householder application for proposed single storey rear extension along with changes to fenestration.
Observations: No objections.	
242298 65 Woodwaye, Woodley, RG5 3HB	Householder application for the proposed demolition of car port and garage and erection of single storey side and rear extension, with rooflights.
Observations: No objections.	

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Section 1 -Annual Governance Statement 2023/24

We acknowledge as the members of:

WOODLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/2024

and recorded as minute reference:

44.3

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk



WWW.WOODLEY.GOV.UK

Section 2 – Accounting Statements 2023/24 for

WOODLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	3,293,068	3,229,009	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,225,628	1,195,649	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,018,430	1,205,130	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,058,354	1,146,627	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	184,979	174,328	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,064,784	895,144	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,229,009	3,413,689	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	3,242,409	3,467,064	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,629,876	7,675,816	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	2,574,292	2,525,438 2,511,970	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	☒	☐	☐	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	☒	☐	☐	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Ashok Basera

Date

20/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2024

as recorded in minute reference:

44.4

Signed by Chair of the meeting where the Accounting Statements were approved

Ashok Basera

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Woodley Town Council – BE0100**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The AGAR was not accurately completed before submission for review. The AGAR has been amended.

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2024/25 for the exercise of public rights, since the notice regarding the period for the exercise of public rights was published on the same day as the period and not published before the start of the period. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2024/25 and ensure that it makes proper provision for the exercise of public rights during 2025/26.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP		
External Auditor Signature		Date
		18/09/2024

Woodley Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

The Audit of accounts for Woodley Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.

The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Woodley Town Council on application to:

Kevin Murray
Town Clerk
The Oakwood Centre
Headley Road
Woodley
RG5 4JZ

Monday to Friday between 9am and 4 pm

Copies of the Annual Governance and Accountability Return will be provided to any person on payment of 60p for each copy. Copies can also be downloaded from the Council website or sent electronically upon request.

Announcement made by: Kevin Murray, Town Clerk

Date of announcement: 19 September 2024

APPENDIX 9

REPORTS FROM TOWN COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

OUTSIDE BODY	APPOINTED REPRESENTATIVE/S	REPORT PROVIDED	PAGE
ARC	Cllr K. Gilder Mrs S. Flower	Yes	3
Citizens Advice Wokingham	Cllr V. Lewis	No	-
Friends of Woodford Park Committee	Cllr R. Horskins	Yes	4
Highwood Management Conference	Cllr K. Gilder Cllr M. Holmes	Yes	6
Keep Mobile	Cllr L. Guttridge	No	-
Museum of Berkshire Aviation Trust	Cllr B. Soane	No	-
Poor's Land Charity	Cllr M. Holmes Cllr K. Gilder Mrs S. Flower VACANCY	Yes	7 and 8
ReadiBus	Cllr L. Guttridge	No	-
Robert Palmer's Almshouse Charity	Cllr D. Bragg	No	-
Sonning & District Welfare & Education Trust	Cllr D. Smith	No	-
Wokingham Borough/Parish Liaison Forum	Cllr M. Kennedy	Yes	9
Woodley Bowling Club Management Committee	Cllr K. Gilder	No	-
Woodley Volunteer Centre	Cllr M. KennedPoy	Yes	10

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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	ARC
Name of Representative	Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	trustee
Number of formal meetings held / invited to	Since 16 th June 2 meetings
Number of formal meetings attended	0
Reasons for not attending (if below 50%)	June meeting I was at a funeral in Liverpool September meeting I had a last minute family commitment
Please give a brief overview of the Outside Body for Members:	
ARC is an Adult and Youth Counselling Service based in Wokingham, it also offers support within schools and some GP surgeries. It has a regular surgery at the Oakwood Centre. Training and support is also offered to families and teachers.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
Information taken from the minutes of the meeting on 18th June AGM went well , ARC received very positive feedback. Finances continue to be stretched leading to an increased school counselling charge , the first for 5 years and an increase for adults, the first for 7 years. 65 Counsellors on rota. Funding obtained for our very successful Youth Access project. A former client and his team are undertaking challenge of running around the perimeter of Australia over 10 months to raise money for ARC. Any help to assist with fundraising gratefully received. Residential training to be held in Bournemouth 5/6th October.	
Please provide any additional information that fellow Members might find useful:	

Signed:	Shelagh Flower	Dated:	13th September 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Friends of Woodford Park
Name of Representative	Cllr Robert Horskins
Capacity appointed; e.g. trustee, director, observer etc	Appointed
Number of formal meetings held / invited (since last report or 1 May)	1
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	Moved outside of area
Please give a brief overview of the Outside Body for Council Members:	
The Friends of Woodford Park (FoWP) are a group of volunteers who have come together to help improve Woodford Park. Their first job, as suggested at the Liaison Committee meeting by a Councillor member, was to create the flower bed near the War Memorial, celebrating late Queen Elizabeth's 90th Birthday. The official opening was performed by local MP the Rt.Hon. Theresa May in June 2016. 'The RHS Britain in Bloom' recognised their community involvement in gardening achievement with top awards when entered in 2016 and 2017. Funding for the group has reached £7000 over the years. This has been achieved by Sponsorship from local businesses, Donations from the public and fund raising by the sales of Greeting cards with pictures of the park (as made by a volunteer) and plant sales etc. In addition, a great many of the plants in the gardens have been obtained from public gifting or offered online. Often the plants purchased are from local businesses who are happy to discount. Some of the trees were even provided free by the RHS. In the initial years FoWP hosted public bi-monthly meetings which were very successful in attendance. However, the general feedback from the public was that no results were ever seen from the council hence since co-vid these meetings have not recommenced.	
Please give a brief synopsis of the Outside Body's recent activities:	
As well as the Tuesday group work in maintaining the beds extra time during the Summer is needed in keeping the beds watered. Certainly, this year has proved to be no exception. Volunteer numbers have remained at the same level; New members are always welcomed; and it is hoped that members of the Council could publicise the group and the benefits and opportunities it can provide to the individual volunteer, the park and its users. It is disappointing to note that often small plants such as Geraniums are removed from the beds. Likewise, a few of the regular dog walkers show no responsibility for their dogs using the beds inappropriately. On the positive, feedback from the public, in addition to commenting on the group's work, is often very much in praise of the council's (Coronation) flower wall display. The volunteers hope their feedback to The Clerk that any seat installed as a "Hello Bench" will be done so in consultation with them.	

Please provide any additional information that Council Members might find useful:

Prior to my retiring to the South West I asked the group if they would like me to stand down as the Council's representative. They discussed it amongst themselves and asked me to continue in the role as communications between us are frequent by whatsapp or email. And I will still visit the park twice a year. I welcome any comments on this report.

Representative:

RJC Horskins

Dated:

17/09/2024

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Highwood Management Conference
Name of Representative	Councillors Kay Gilder and Mary Holmes
Capacity appointed; e.g. trustee, director, observer etc	Appointed Woodley Town Council members
Number of formal meetings held / invited (since last report or 1 May)	None
Number of formal meetings attended since last report (since last report or 1 May)	None
Reasons for not attending (if attendance below 50%)	-----
Please give a brief overview of the Outside Body for Members:	
The conference's members meet on an annual basis with an officer of the Wokingham Borough Council, who takes the minutes, and the Head Ranger of WBC's Dinton Pastures Country Park.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
The annual meeting will be taking place on 21st October 2024 - convened by an Officer from Wokingham Borough Council - when a site visit will take place between 5 pm and 6 pm ahead of the 6:30 pm meeting in the Oakwood Centre.	
Please provide any additional information that fellow Members might find useful:	
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Representative:	Cllr Kay Gilder and Cllr Mary Holmes.	Dated :	10/09/24
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Poorsland Charity
Name of Representative	Councillors Kay Gilder and Mary Holmes and Mrs Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	Appointed trustees by Woodley Town Council
Number of formal meetings held / invited (since last report or 1 May)	Two meetings for 3 WTC appointed trustees
Number of formal meetings attended since last report (since last report or 1 May)	2 meetings were attended by 2 trustees and 1 trustee attended one meeting.
Reasons for not attending (if attendance below 50%)	-----
Please give a brief overview of the Outside Body for Members:	
The Poorsland committee's trustees aim to meet monthly, to help with the running of this charity. The building involved is Cedar Place in Loddon Bridge Road, Woodley.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
Thanks go to Mrs Pauline Allen who has decided to hand over the reins of being Chairman after serving for many years in this position. Mrs Shelagh Flower has now taken over as the Chairman of the Poorsland Charity. The committee's thoughts are turning to how the 50th Anniversary of the Cedar Place in Loddon Bridge Road Woodley can possibly be celebrated in 2026. There are many changes to be looked into as a result of the recent change of the Central Government. A dedicated website for the Poorsland Charity is actively being devised with help from experts in this field! The introduction of black wheeled bins for the general rubbish on revised schedules in August involved work by Cllr Kay Gilder together with another trustee. On the social side, the coffee mornings and darts evenings are still popular amongst some of the regular attendees. A very well attended fish and chips lunch was held on a Saturday lunchtime in July with delicious food collected from the local fish & chip shop. After the success of the darts evenings, the residents are keen to also have some internal bingo sessions.	
Please provide any additional information that fellow Members might find useful:	
There is still one vacant trustee position which WTC can fill.	

Representative:	Cllr Kay Gilder and Cllr Mary Holmes and Mrs Shelagh Flower	Dated :	10/09/24
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Poor's Land Charity
Name of Representative	Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	Trustee
Number of formal meetings held / invited to	2 1 social fish and chip lunch
Number of formal meetings attended	1 and 1 social
Reasons for not attending (if below 50%)	1 meeting I was unwell
Please give a brief overview of the Outside Body for Members:	
Alms houses for people in need from designated areas including Woodley Sandford and Charvil It also offers financial assistance to people in need via its Relief in Need fund.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
The Charity continues to support applications from applicants to the Relief in Need fund. A very successful Fish and Chip lunch was held in July. Social events are increasing including a Sunday lunch, darts evenings and regular coffee mornings with possible bingo nights . One long standing resident had to go into long term care and a new resident had been interviewed and selected. Other residents had health issues often due to increasing age, Maintenance and redecoration issues were discussed The Chairman stepped down and a new Chairman appointed (me) The former Chairman will become Vice chairman for the present time.	
Please provide any additional information that fellow Members might find useful:	
There are usually monthly meetings with regular contact via email outside of the meetings	

Signed:	Shelagh Flower	Dated:	13th September 2024
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Wokingham Borough/Parish Liaison Forum		
Name of Representative	Cllr Mike Kennedy		
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative		
Number of formal meetings held / invited (since last report)	0		
Number of formal meetings attended since last report (since last report)	0		
Reasons for not attending (if attendance below 50%)	0		
Please give a brief overview of the Outside Body for Members:			
Meetings are held quarterly between representatives from the Borough Council and Town and Parish Councils. The purpose of the Parish Liaison Forum is to encourage communication and networking between the Parish and Town Councils in Wokingham and the Borough Council.			
Please give a brief synopsis of the Outside Body's activities since the last report:			
The Parish Liaison Forum has not met since 19 March 2024 due to Local and the General Elections. The next meeting of the forum takes place on 14 October.			
Please provide any additional information that fellow Members might find useful:			
Here is a list of suggested Agenda items for future meetings of the Forum: • Community Vision – further updates. • Flooding – preventative maintenance and emergency response. • Adverse Weather Plan. • Management of roadworks (deferred from March 2024 meeting). • WBC Electric Vehicle Strategy. • Condition of roads across the Borough. • Hardship Alliance – update. • Climate Emergency – update on WBC Action Plan and Town/Parish actions. • Local Plan Update. • Safe Routes to School – safety around local schools. • Partnership working – improved communication and consultation.			
Representative:	Cllr Mike Kennedy	Dated:	10.09.2024

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

This feedback report will be provided to Members at the next Full Council meeting

Name of Outside Body	Woodley Volunteer Centre
Name of Representative	Cllr Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative
Number of formal meetings held / invited (since last report)	0
Number of formal meetings attended since last report (since last report)	0
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Members:	
Woodley Volunteer Centre (WVC) was set up in 1982 and evolved from a Good Neighbours Scheme. Originally, volunteers provided support to Woodley residents in many ways such as gardening, DIY, and shopping but now their focus is purely on transporting clients to their medical appointments. Woodley Volunteer Centre receives an annual grant from Wokingham Borough Council (WBC) of £1,250. Last year Woodley Town Council awarded £350 towards a new printer. Clients are able to use their bus passes issued to them by WBC in payment of all medical jobs undertaken. Drivers are reimbursed 50p per mile for their services.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
There has been no General Committee meeting since the AGM held on 10 June 2024.	
Please provide any additional information that fellow Members might find useful:	
I have transported 70 clients to their GP and hospital appointments in the past 14 months since I volunteered as a driver in July 2023. If any Member can spare a little of their time to help Woodley Volunteer Centre, please contact them on 0118 969 8849. Appointments are mostly during the day time and on weekdays with some occasional weekend work.	

Representative:	Cllr Mike Kennedy	Dated:	10.09.2024
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MAYORAL ENGAGEMENTS – 25th June 2024 to 23rd September 2024

Town Mayor's Engagements

July	6 th	St James' Pre-School 50 th Birthday Celebrations
	13 th	Wokingham Pride

Deputy Town Mayor's Engagements

June	23 rd	Keep Mobile AGM
August	8 th	Wokingham Volunteer Centre 50 th Anniversary
September	19 th	The Beyond Sight Games