



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

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman) J. Anderson; G. Bello; A. Chadwick; K. Gilder;
R. Horskins; M. Kennedy; M. Nagra; B. Rowland; A. Swaddle

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 7:30pm on Tuesday 10 September 2024, at which your attendance is requested.

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

AGENDA

Prior to the meeting Nicky Phillips, Wokingham Borough Council, will provide a presentation to Members on the Borough's work to draft a new Town Centre Strategy.

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 11 JUNE 2024**
To approve the minutes of the Strategy and Resources Committee held on 11 June 2024 and that they be signed by the Chairman as a correct record.
(These minutes were provided in the Full Council agenda of 25 June 2024)

4. **MINUTES OF THE EXTRAORDINARY MEETING HELD ON 6 AUGUST 2024** Page 5
To approve the minutes of the Extraordinary Strategy and Resources Committee held on 6 August 2024 and that they be signed by the Chairman as a correct record.
5. **ACTIONS / FOLLOW UPS** Page 16
To review the actions / follow ups arising from previous meetings of the committee. (*Appendix 5*)
6. **FINANCE**
a) **Budgetary Control** Page 20
To receive **Report No. SR 23/24.**
- b) **Payments** Page 22
To note the payments as set out in *Appendix 6b.*
- | | 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** Page 28
To note the updated position with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as shown at *Appendix 6c.*
7. **OAKWOOD CENTRE INCOME UPDATE**
To note the following Oakwood Centre Income updates:
- a) **Bookings and Room Hire** Page 29
Room hire income for April to July 2024 was £23,086 against the budget target of £24,500. Income against budget is shown at *Appendix 7a.*
- b) **Catering Income** Page 30
Catering income through the contract with Brown Bag for April to July 2024 was £4,666 against the budget target of £5,250. Income against budget is shown at *Appendix 7b.*
8. **WOODLEY TOWN CENTRE PARTNERSHIP** Page 31
To receive the report of the Woodley Town Centre Partnership meeting held on 17 July 2024. (*Appendix 8*)
9. **CAPITAL PROJECTS & EARMARKED RESERVES**
a) **Capital Projects Schedule** Page 34
To note the update on Council projects, as given in *Appendix 9.*
- b) **Capital Programme Funding** Page 35
To consider **Report No. SR 24/24.**
10. **CLIMATE EMERGENCY ACTION PLAN UPDATE** Page 37
To note the updates in relation to the outstanding Climate Emergency Action Plan actions, provided at **Appendix 10.**

11. **FUTURE AGENDA ITEMS**

To consider any future agenda items for the committee to consider.

12. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

13. **EXCLUSION OF PUBLIC AND PRESS**

To resolve that in line with Standing Order 12.2, in view of the confidential nature of the business about to be transacted in relation to legal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 14 on the agenda.

14. **TENNIS COURTS - LAND AT SILVER FOX CRESCENT**

To note **Confidential Report No. 25/24.**

Page 46

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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.

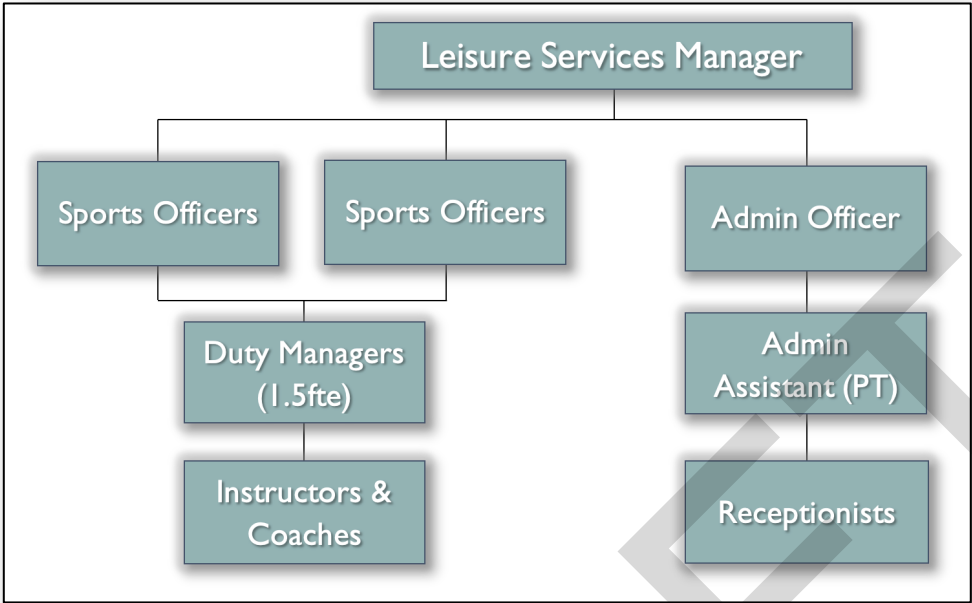
RESOLVED:

- ◆ 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.

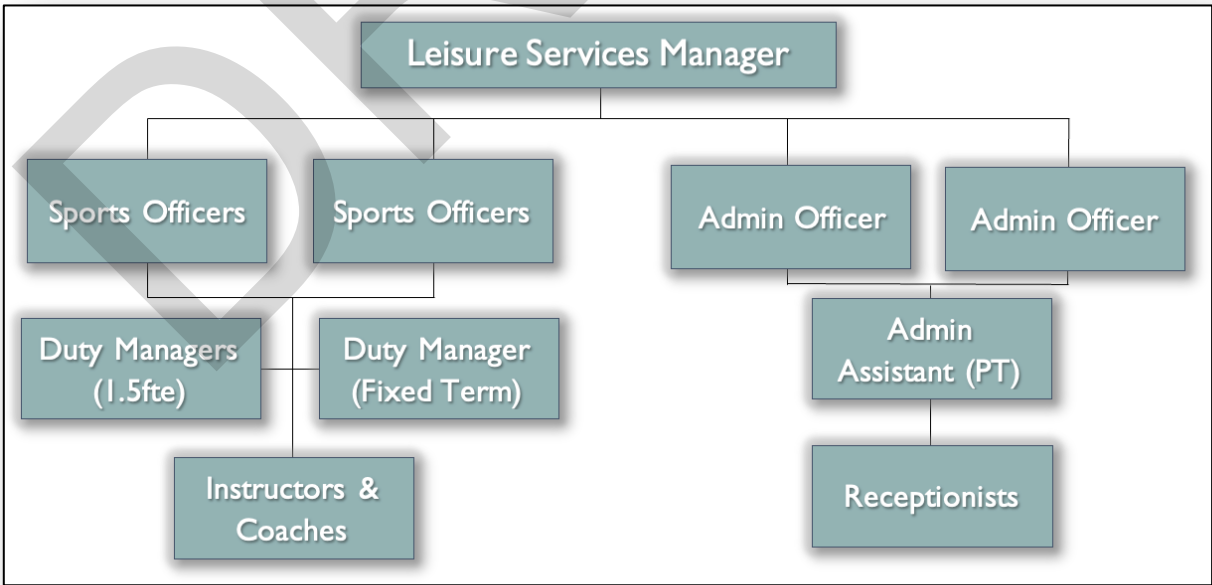
Voting: For: 8 Against: 0 Abstentions: 0 No Vote Recorded: 0

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

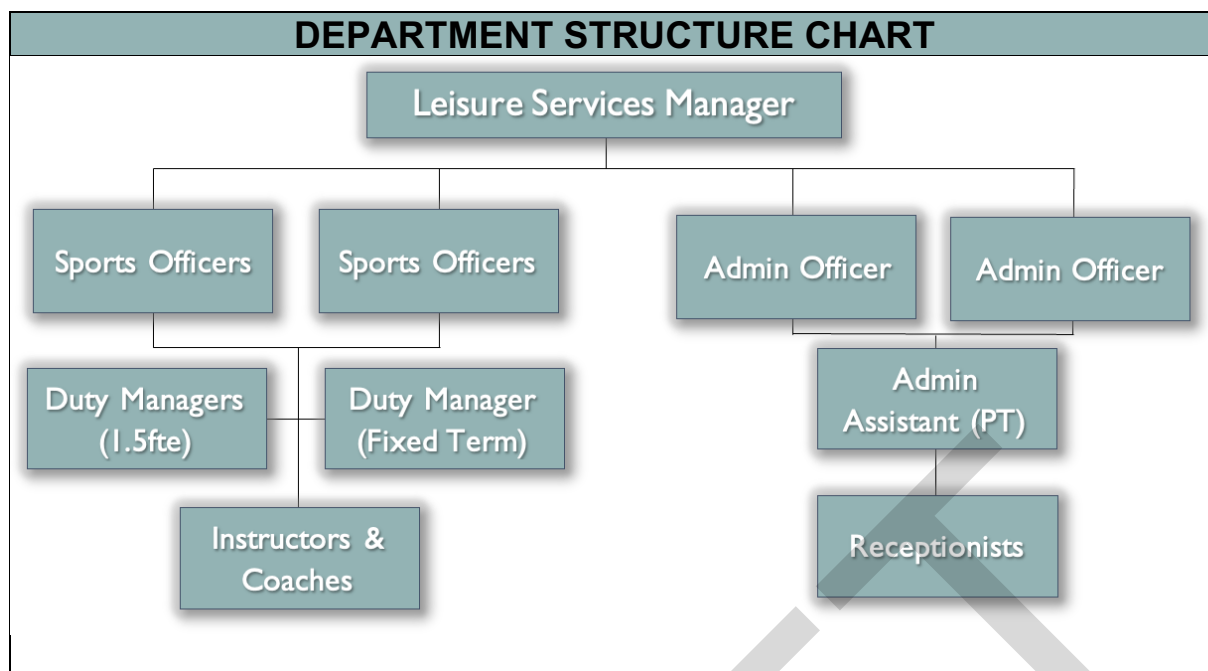
Woodford Park Leisure Centre is owned and operated by Woodley Town Council.

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

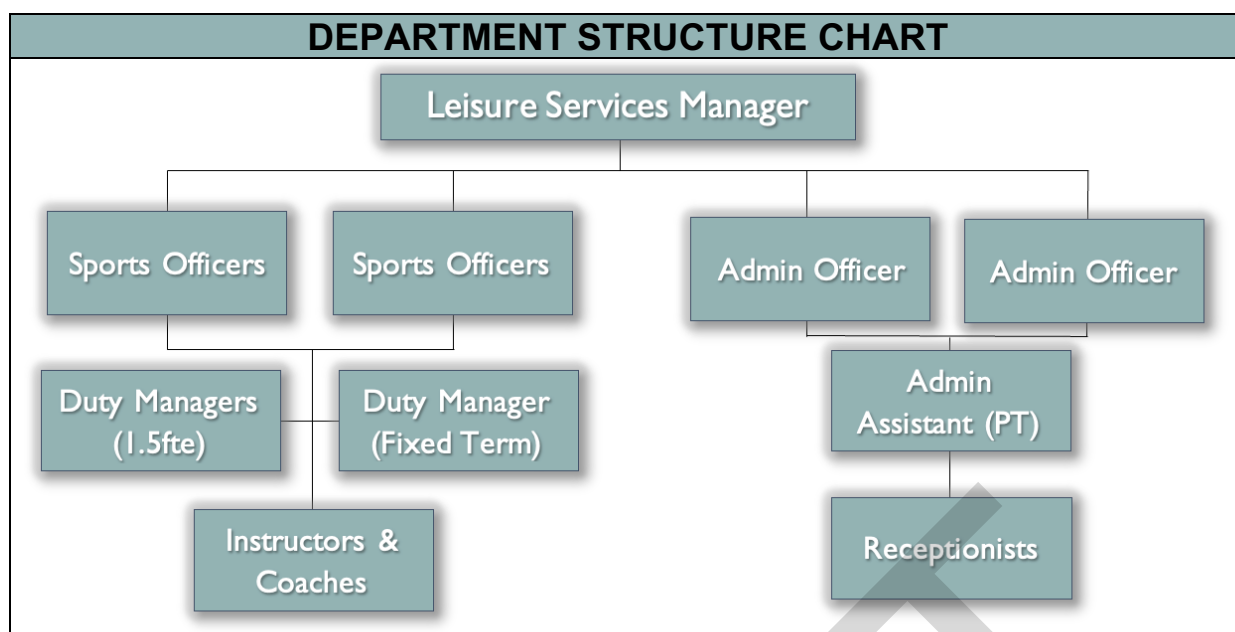
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As the town has grown so have the services provided by the Town Council. As well as the leisure centre, the Town Council is responsible for a number of parks, open spaces and play areas, allotments, community halls, street lighting and bus shelters, 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

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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.

ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		13 June 2023	
Minute	Action	Progress Update	Last Updated
7	The Leisure Services Committee to revisit, review and establish an appropriate SLA for the provision of Youth Services in Woodley by November 2023.	The working group have advised the likely completion date of their tasks will be November 2024.	18/01/24
8	Members requested that more information, including a full business case, be provided by the Town Centre Manager regarding the implementation of CCTV, with the matter being deferred to the next meeting.	CCTV tender closed on 5 April. Tenders reviewed by Council staff; awaiting feedback from Wokingham Borough Council and Thames Valley Police before proceeding.	05/09/24

Meeting Date:		12 September 2023	
Minute	Action	Progress Update	Last Updated
26	To reclaim incorrectly charged VAT from HMRC, and reimburse invoiced customers incorrectly charged VAT during the claimable period.	The Council has received £133,690 from HMRC in respect of VAT charged on sports provision over a 4-year period. This sum has been placed in an earmarked reserve. Calculations have been made for reimbursing invoiced customers – process being developed, with reimbursements then due to be made.	11/06/24

Meeting Date:		21 November 2023	
Minute	Action	Progress Update	Last Updated
42	Cllr Baker advised that WBC Youth Council agreed to make a presentation to a future meeting of the Town Council, and to participate with the Working Group and Community Youth Partnership where appropriate.	Contact has been made with WBC who will be raising this at the next Youth Council with a view to hopefully arranging for Youth Councillors to present to WTC Full Council in either December or February	05/09/24

Meeting Date:		21 November 2023	
Minute	Action	Progress Update	Last Updated
44	Town Clerk to look at Oakwood Centre Income information provided, in order to show usage in relation to capacity in addition to income, and the conversion rate of enquiries into bookings.	No progress – It is intended to review this in light of an overall review of marketing of Council facilities later in the year.	11/04/24
48	Potential for water bottle filling stations in town centre, with Rotary having offered funding, being explored with Wokingham Borough Council.	At mtg (11/6/24) Town Clerk confirmed plans of utilities now received from WBC Highways. Next step - select a suitable location. Town Clerk in contact with Rotary Club who provisionally agreed to fund, but price of unit higher than expected. Discussions ongoing.	11/06/24
57	Poor sound quality in Carnival Hall to be investigated to improve Full Council meeting recordings.	Acoustic panelling project approved at S&R (16 Apr). Awaiting available Amenities Team resource to fit.	11/06/24

Meeting Date:		23 January 2024	
Minute	Action	Progress Update	Last Updated
67	Town Clerk to provide IT Manual & IT Risk Assessment to Members	IT infrastructure upgraded in July 2024 – documents due to be updated in light of this.	05/09/24
67	IT Hack to be added to Disaster Recovery Plan as a possible disaster.	IT infrastructure upgraded in July 2024 – documents due to be updated in light of this.	05/09/24
72	Requested that LS Committee consider charges applied to OAPs / U-18's / Individuals on benefits.	To be considered by LS at November mtg, in preparation for setting 2025/26 charges later in the year.	05/09/24
73	Consider the installation of a borehole at the allotments.	At mtg (11/6/24) Town Clerk confirmed information now gathered, including information relating to the design of a similar project. Next step - Amenities Team to investigate in more detail.	11/06/24
75	Officers to draft proposal to streamline grant approval process, and present to LS / P&C for consideration.	RECOMMEND REMOVAL This issue was mainly regarding the process to approve Youth Grants. As Youth Grants were a one-off pot of money, with limited funds now left, the previous process covering Community / Individual and Annual Grants is deemed fit for purpose.	05/09/24

Meeting Date:		23 January 2024	
Minute	Action	Progress Update	Last Updated
76	Contact Leader of Reading Borough Council to discuss transfer of ownership of Wheble Park	Town Clerk has received a response, directing him to liaise with the Assistant Director for Property and Asset Management to discuss this further.	05/09/24

Meeting Date:		16 April 2024	
Minute	Action	Progress Update	Last Updated
89 b	Speed hump at Chapel Hall to get white line marking	Awaiting available Amenities Team resource to progress.	11/06/24
91.1	To undertake Carbon Footprint Assessment of Council's activities	Organisation engaged – data worksheet being worked through – report will take 2-4 weeks after submission of worksheet.	06/06/24
91.3	To run a Climate Action Week in November 2024, in collaboration with Wokingham Borough Council.	Plans and events are being finalised – leaflet and information will be included in the Herald promoting this week, and a directory of events will be made available on the Council's website in October.	05/09/24
94	Town Clerk to present proposal to mark the Town Council's 50 th anniversary at future meeting	At mtg (11/6/24) Town Clerk advised Members of a project to install a Woodley history timeline along the Oakwood Centre corridor. The Amenities Manager and Communications Manager have visited Shinfield Parish Council, who have a similar display, and will pull together a proposal to be brought back to the committee for consideration.	11/06/24

Meeting Date:		11 June 2024	
Minute	Action	Progress Update	Last Updated
4	Update Fixed Asset Policy to correct reference to 'Policy & Resources Committee' to S&R	COMPLETE Policy amended and updated on website (12/06/24)	05/09/24
6a	Remove reference to S137 in Budgetary Control 'Grants' heading	COMPLETE Budgetary control document updated.	05/09/24

Meeting Date:		11 June 2024	
Minute	Action	Progress Update	Last Updated
12	Provide update on sale of Tennis Courts land at Silver Fox Crescent at future meeting.	COMPLETE Item on agenda	05/09/2024
15	Confirm meaning of 'net turnover' relating to the Catering Partner contract.	COMPLETE Town Clerk advised members via email.	05/09/2024
15	Write to all Conservative Members to seek interest to be on Catering working group (3 places to fill).	COMPLETE	05/09/2024

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

STRATEGY AND RESOURCES
COMMITTEE

Month 4 33.33%

2024/2025

BUDGETARY CONTROL

Expenditure	Budget	Actual Exp	Actual Exp	Actual Exp
	2024/2025	as at	as at	as % of
Description		31/07/2023	31/07/2024	Budget
Central Costs	325,200	95,759	107,627	33.10%
Democratic Costs	67,494	16,219	12,998	19.26%
Corporate Management	479,121	163,465	164,246	34.28%
Capital Programme	20,000	45,000	20,000	100.00% Annual allocation
Community Grants	3,000	1,250	1,560	0.00%
WTCP	15,000	5,000	5,000	33.33%
Oakwood Centre	203,038	55,325	76,483	37.67%
Woodley Town Centre Ptshp	89,975	23,219	22,061	24.52%
Capital and Projects	184,978	17,318	30,786	16.64%
	1,387,806	422,555	440,761	31.76%

**STRATEGY AND RESOURCES
COMMITTEE**

**Month
4
33.33%**

2024/2025

BUDGETARY CONTROL

Income	Budget 2024/2025	Actual Inc as at 31/07/2023	Actual Inc as at 31/07/2024	Actual Inc as % of Budget
Description				
Central Costs	8,960	2,297	3,076	34.33%
Democratic Costs	0	0	0	0.00%
Corporate Management	0	0	0	0.00%
Capital Programme	0	0	0	0.00%
Community Grants	0	0	0	0.00%
Oakwood Centre	136,122	51,721	40,966	30.10%
Woodley Town Centre Ptshp	89,975	24,492	20,814	23.13%
Capital and Projects	0	0	0	0.00%
CCLA Investment	141,750	47,586	58,469	41.25%
Total	376,807	126,096	123,325	32.73%

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	Marshalls 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

APPENDIX 6c

THE PUBLIC SECTOR DEPOSIT FUND

2024-2025

INTEREST CARRIED

FORWARD £223,390.29

INTEREST CURRENT

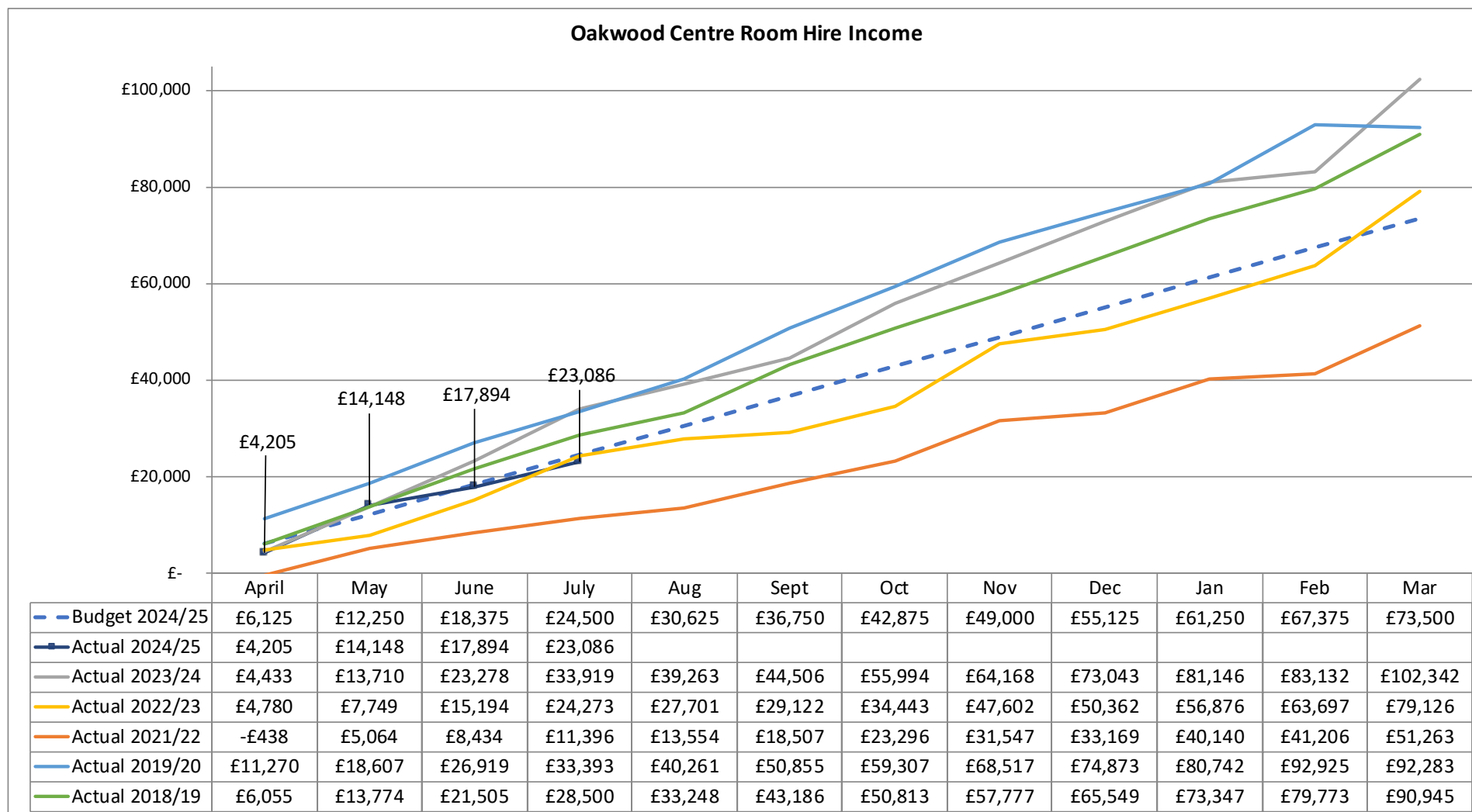
YEAR £58,468.95

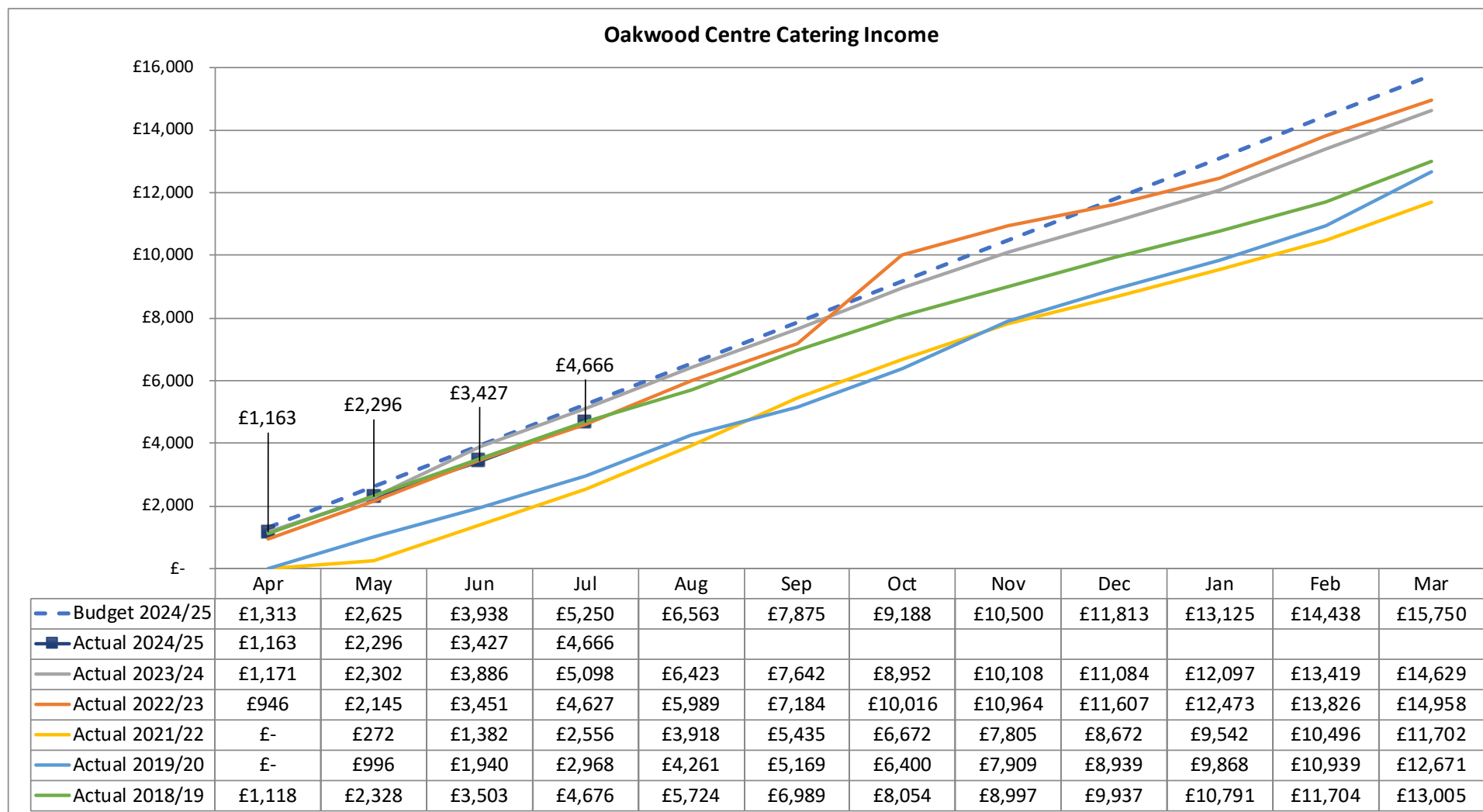
TOTAL INVEST INCOME £281,859.24 Re-invested

Woodley TC - PWLB	A/C 0144630002PC		CB6	1096/702
Date	A/C PS3078896	Dividend	Investment	Balance
Balanace Brought Forward				2,143,355.98
30 April 2024	1 Apr to 30 Apr 24	£9,186.96		2,152,542.94
31 May 2024	1 May to 31 May 24	£9,526.57		2,162,069.51
30 June 2023	1 June to 30 June 24	£9,241.75		2,171,311.26
31 July 2023	1 July to 31 July 24	£9,550.04		2,180,861.30
31 August 2024	1 Aug to 31 Aug 24			2,180,861.30
30 September 2024	1 Sept to 30 Sept 24			2,180,861.30
31 October 2024	1 Oct to 31 Oct 24			2,180,861.30
30 November 2024	1 Nov to 30 Nov 24			2,180,861.30
31 December 2024	1 Dec to 31 Dec 24			2,180,861.30
31 January 2025	1 Jan to 31 Jan 25			2,180,861.30
28 February 2025	1 Feb to 28 Feb 25			2,180,861.30
31 March 2025	1 Mar to 31 Mar 25			2,180,861.30
Total		37,505.32	0.00	37,505.32
Total re-investment to date		£180,861.30		
Orginal Investment		£2,000,000.00		
Percentage increase on orginal investment		9.0431%		
Payment of Loan	31 March 2025	275,000		
Payment of Loan	31 March 2025	500,000	2,000,000	
Payment of Loan	31 March 2026	1,225,000		

Woodley TC - INVEST	A/C 0144630001PC		CB7	1097/702
Date	A/C PS3078895	Dividend	Investment	Balance
Balanace Brought Forward				1,198,034.31
30 April 2024	1 Apr to 30 Apr 24	£5,135.01		1,203,169.32
31 May 2024	1 May to 31 May 24	£5,324.91		1,208,494.23
30 June 2023	1 June to 30 June 24	£5,165.69		1,213,659.92
31 July 2023	1 July to 31 July 24	£5,338.02		1,218,997.94
31 August 2024	1 Aug to 31 Aug 24			1,218,997.94
30 September 2024	1 Sept to 30 Sept 24			1,218,997.94
31 October 2024	1 Oct to 31 Oct 24			1,218,997.94
30 November 2024	1 Nov to 30 Nov 24			1,218,997.94
31 December 2024	1 Dec to 31 Dec 24			1,218,997.94
31 January 2025	1 Jan to 31 Jan 25			1,218,997.94
28 February 2025	1 Feb to 28 Feb 25			1,218,997.94
31 March 2025	1 Mar to 31 Mar 25			1,218,997.94
Total		20,963.63	0.00	20,963.63
Total re-investment to date		£100,997.94		
Orginal Investment		£1,083,000.00		
Percentage increase on orginal investment		9.33%		

APPENDIX 7a





**Meeting of The Woodley Town Centre Partnership Management Committee
Held at the Oakwood Centre, Headley Road, Woodley, RG5 4JZ
on Wednesday 17 07 24 at 6.15 pm.**

Cllr M Holmes	Chairman & WTC Rep	M Risby	Woodley Resident
Cllr K Baker	WTC Rep	J Jones	Wokingham B Council officer
B Fennelly	Town Centre Manager	I Hills	Woodley Resident
J Wright	Woodley Resident	Z Frasinski	Woodley Resident
Cllr K Gilder	Woodley Town Council	J Palterman	Saturday Market Manager
P Birt	Woodley Resident	Cllr G Bello	Woodley Town Council

ITEM 1 – APOLOGIES & WELCOME

M Ashwell, Cllr B Rowland, A Jutson

ITEM 2 - TO NOTE THE APPOINTED REPRESENTATIVES TO WTCP FOR THE MUNICIPAL YEAR 2024/25

There was some confusion over the WBC appointed reps. BF to seek clarification from Democratic Services at WBC. (it was later confirmed that Cllr C Jewell and Cllr M Nagra are the two appointees with Cllr Y Sulman the substitute).

Cllr K Baker and Cllr M Holmes are the two WTC appointees

ITEM 3 – TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 17th APRIL 2024

The minutes were approved

ITEM 4 - MATTERS ARISING FROM THE MINUTES

KB pointed out an error in the minutes. WTC's contribution in 2023/24 should read £25,000.

I Hills asked if the BID project had now been abandoned and BF confirmed that it had. BF gave an update on new businesses opening in the town centre. It was confirmed that Unique Property Group would be opening a Print Shop in the old Barnardo's and Hays Travel Shop units. The old Nat West unit remains empty.

BF confirmed that Lloyds Bank would be reducing their opening hours. We now have two banks in Woodley Town Centre (Lloyds and Nationwide) A banking hub is not likely to be considered whilst we still have these two units open.

ITEM 5 – TOWN CENTRE MANAGER’S REPORT

- CCTV

The tendering process for CCTV has now closed. The Town Clerk will now be setting up a post tendering meeting involving WTC, WBC, Police and Woodley TCP to agree which tender we will move forward with. The final decision will be made at the Strategy and Resources committee meeting in September 2024.

- DISC

The information sharing app DISC that has been financed by TVP is now live in Woodley. Businesses can now report crimes, share information and get crime related data via the App. To date around 40 businesses have registered, including businesses outside the town centre. BF will be chasing up the business who have not yet registered.

- Outstanding maintenance issues in the town centre

There are still a number of outstanding maintenance issues. (2 Missing benches, bollards and trip hazards) BF will continue to pursue all outstanding issues with WBC.

- BF reported that EDF, our electricity supplier, has increased its standing charge for the clock from £4.93 per month to £93.31. BF to liase with the Town Clerk to get this reduced. Longer term we may have to consider replacing the clock in the town centre.

BF has been discussing with Mark Ashwell , the newly appointed Executive member on WBC for Business Culture and Arts (and WTCP vice chair) to set up a meeting of all Woodley Town Centre businesses in September.

KB confirmed that WTC now pays for all Christmas Lighting and decorations in the town centre including the cost of purchasing and installing the Christmas Tree

ITEM 6- FINANCIAL REPORT

In Q1 (April to June) our income was £16,663.50 versus a budget of £16,175 Our outgoings were £12,965.81 versus a budget of £14.221

It was noted though that our biggest expenditure will occur later in the financial year.

ITEM 7 – SATURDAY MARKET MANAGER’S REPORT

JP reported although reasonably steady, the number of traders is down and recruitment is ongoing.

MH thanked Jonathan and his wife for their continued hard work.

A stallholder has been asked to leave the market due to a number of Health and Safety concerns.

ITEM 8 – ANY OTHER BUSINESS

The WBC officer Jenny Jones informed the committee that she will be leaving her role soon and that this would be her last meeting.

MH thanked Jenny for her contribution and wished her good luck in her next job.

Meeting finished at 19.25

Dates of next Management Committee meetings for 2024/2025 **at 6.15 pm**

Wednesday 16th October 2024

Wednesday 15th January 2025

CURRENT CAPITAL PROJECTS SCHEDULE

SEP-24

PROJECT	ALLOCATION	FUNDED	STATUS	EXPECTED COMPLETION	COMMENT
Coronation Hall Kitchen	3,000	Capital Programme		October 2024	
Chapel Hall Kitchen	3,000	Capital Programme		October 2024	
Replace Notice Boards	5,600	Capital Programme		TBC	Assessing locations and unit design
Coronation Commemorative Seating	6,500	Capital Programme		Spring 2025	Design approved by Leisure Services Committee
Water refill station - WPLC	2,500	Capital Programme	COMPLETE		
Oakwood Centre Toilets	70,000	Capital Programme	COMPLETE		
Grass Reinforcement - Memorial Ground path	7,000	Capital Programme	COMPLETE		
Malone Park - replace safety surfacing	22,000	Play Area EMR	COMPLETE		
Boilers Oakwood Centre - replacement	30,000	CIL	COMPLETE		
Christmas Lighting	10,000	Capital Programme	COMPLETE		
WPLC Heating System	40,000	Capital Programme	COMPLETE		
Replacement flat bed pickup (used)	5,000	Capital Programme	COMPLETE		
Line Marking - car parks	6,000	Capital Programme	COMPLETE		

CAPITAL PROJECTS

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to approve the allocation of funds to ear marked reserves to fund the IT infrastructure project and Capital Programme projects.

Proposal 1

It is proposed that the an earmarked reserve be set up and funded from the general reserve to deliver IT infrastructure improvements across the Councils core functions.

IT infrastructure

The Council's IT infrastructure, software and processes are currently undergoing a significant programme of improvements. The Council is now operating on a cloud based Microsoft 365 system which has brought improvements in integration, communications, security, working practices and efficiency. The PCs and networking at the leisure centre have been replaced and the Amenities Team are now also utilising technology to manage the allocation and of maintenance jobs. The Council has engaged with a new IT partner for support and this is working well. The work to date has been funded from the repairs and renewals budget code.

Next steps

These changes and upgrades have highlighted shortcomings in the current finance and bookings systems, particularly with regard to reporting and data analysis. The next stage of the project will be to move to more modern software packages for these functions that will allow for better reporting, budgeting, monitoring and business planning. This is absolutely crucial in developing the business plan for the Oakwood Centre and providing appropriate information to Members. Officers are currently looking at systems that can integrate the finance and bookings functions as well as linking the finance system with banking functions, budget monitoring, AGAR requirements and an underlying CRM system (Customer Relationship Management). Going forwards this will also enable integration of inspection and asset management applications for the amenities and venues teams. The cost of this purchase and set up with required licences etc is around £4,500. It is proposed that £16,000 be allocated from the general reserve to an earmarked reserve to fund the IT infrastructure improvements.

Expenditure already allocated from the repairs and renewals budget code (£11,021) would be moved to ear marked reserve cost centre in order to keep the expenditure in one place from an accounting perspective, and would free up the repair and renewals budget for other expenditure as required through the year. The total expenditure on the IT infrastructure project would therefore be within the £16,000 earmarked reserve allocation. This will enable the Council to move forward with a new, fit for purpose finance and booking package and to have this in place ready for the new financial year.

Impacts

Resources	
General Reserve Unallocated Balance at 31/3/24	£788,000
IT infrastructure - Proposed allocation	£16,000
Equality Impacts	
None identified	
Environmental Impacts	
None identified	
Full Project Impact Assessment YES/NO	No

Proposal 2

It is proposed that the following capital projects be funded from the Capital Programme;

Capital Programme	
Unallocated balance at 3 September 2024	£22,277
Proposed allocation	
Segregated recycling bins x8 – Woodford Park <i>To enable separation of recycling and general litter at point of collection.</i>	£8,000
3G pitch netting and pitch improvement <i>Current netting is the original one and in very poor condition. Additional work to the carpet will improve it's lifespan and ensure it meets the required FA standards until it is replaced.</i>	£4,500
Ground scarifier <i>Reduces soil compaction and improvs drainage on sports pitches. The old unit is no longer serviceable.</i>	£3,500
Tractor mount counter weight <i>Existing counter weight is not compliant with current guidelines.</i>	£2,000
Storage container <i>To provide additional secure storage at the grounds yard for equipment and machinery.</i>	£2,500
Balance after allocation	£1,777

Impacts

Equality Impacts	
None identified	
Environmental Impacts	
The provision of recycling bins will have a beneficial environmental impact	
Full Project Impact Assessment YES/NO	No

Proposal 3

It is proposed that the following capital projects be funded from available CIL funds and Oakwood Centre EMR;

This will be funded primarily from CIL funding with any expenditure over that amount coming from the O/C EMR.

CIL EMR	
CIL - unallocated balance at 3 September 2024	£21,530
Oakwood Centre EMR - unallocated balance at 3 September 2024	£21,080
Proposed allocation	
Replace theatre winches / cabling & fittings	£23,000

Impacts

Equality Impacts	
None identified	
Environmental Impacts	
None identified	
Full Project Impact Assessment YES/NO	No

Recommendations

- ♦ That Members note the contents of the report.
- ♦ That Members consider the funding allocations as set out in the report.

APPENDIX C – Outstanding Actions

CONSUMPTION



C1 - SWITCH ALL ENERGY ACCOUNTS TO 100% RENEWABLE SOURCED ENERGY

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Install Solar Panels at Coronation Hall.	2	2	2	2	6	By 2027	No progress at this stage. Aim to consider solar panels & battery to make building self-sufficient
Move to 100% 'green' gas - from renewable sources.	2	3	3	3	9	Feb-23	All gas accounts changed to 100% carbon offset from February 2020 on a 36-month contract. Although this contract is technically 100% carbon neutral, the energy is only partially sourced from renewable sources. The remainder is carbon offset through projects elsewhere. Continuing to aim to move to 100% 'green' energy.

C2 - UPGRADE ALL LIGHTING TO LED THROUGHOUT THE COUNCIL'S BUILDINGS AND FACILITIES

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Install LED Lighting at The Oakwood Centre	2	2	2	2	6	By 2026	Phase 1 & 2 works completed – Spot lights & Wall uplighters. Phase 3 – Strip lighting planned for 2025/26. Project to upgrade theatre lighting currently being developed.

C3 - HARVEST RAINWATER FROM COUNCIL BUILDINGS AND FACILITIES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Install harvesting systems in all possible locations at the Oakwood Centre.	3	1	3	2	6	By 2023	Harvesting tank installed – 2022. Monitoring capacity of tank; will consider other locations / increased capacity if tank does not meet demand.
Install modular units at the allotment site	3	2	1	1	4	By 2026	Modular units £1k-1.5k per unit (2022) – 3 or 4 needed. Investigating other, more suitable / beneficial harvesting options, including personal water butts / bore hole.
Install harvesting system at Coronation Hall	3	1	2	1	4	By 2026	Will be considered in light of future project to refresh the community orchard.
Install harvesting system at WPLC	3	1	2	1	4	By 2029	To be considered as part of wider redevelopment plans at WPLC.

C4 - REDUCE PETROL/DIESEL CONSUMPTION OF GROUNDS MAINTENANCE MACHINERY/OPERATION							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Move to electrical trimmers / mowers	1	2	1	1	4	By 2029	Electric models currently cost-prohibitive, comparing power/size/durability with petrol models - will be considered as and when replacements are needed.
Move to electrical maintenance vehicles	1	1	2	2	5	By 2030	Viability and cost to be considered as vehicles come to the end of their life - to consider the option for leasing electric / hybrid vehicles.

C5 - REDUCE CARBON FROM STAFF COMMUTING TO WORK BY CAR							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Introduce cycle to work schemes	3	3	1	1	5	By 2025	Review potential cycle to work schemes for staff that drive to work.
Install EV charging points in Council car parks	3	1	2	3	6	By 2028	Review government grant opportunities

C6 - ASSESS AND REDUCE CARBON IMPACT OF PURCHASING GOODS AND SERVICES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Ensure plastic free procurement	3	2	2	1	5	Ongoing	Already take into account environmental impact when considering purchases, including avoiding plastic where possible.
Move to a paper free office environment	3	2	2	1	5	Ongoing	Carbon neutral officer paper is now purchased. Printing is reduced where possible through changes in practices and more effective electronic working. New IT systems implemented in July 2024 likely to reduce reliance on paper – process changes will be considered as staff become more familiar with systems.
Procure from local / lowest carbon producing suppliers	3	3	2	1	6	Ongoing	All managers now request environmental policies from suppliers and contractors. All tender invitations now contain a climate emergency statement and require submissions to address this.

WASTE



W1 - REDUCE WASTE SENT TO LANDFILL

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Develop plan by service / building to move toward zero waste to landfill	3	2	2	2	6		@ the Oakwood Centre - 2x general & 1x mixed recycling commercial waste bins replaced with 2x mixed recycling & 1 glass recycling bin, plus 1 small container for general waste – reduced volumes of general waste now disposed of with Amenities team waste in skip at maintenance yard, with waste processed, segregated and recycled where possible by waste contractor.
Introduce recycling points at Council buildings (ie Terracycle)	3	2	3	2	7	By 2024	Signed up to Terracycle scheme to be a recycling centre for Pringles tubes - Unable to be a centre for other items as local Terracycle locations already exist for these. Need to investigate other (non-Terracycle) communal recycling opportunities.
Install segregated litter bins in parks and buildings	3	2	1	1	4	By 2025	Segregated litter bin trialed successfully in Malone Park in 2023 - Plan to install across other parks – Capital funding being sought from S&R. Segregated litter bins now rolled out in the Oakwood Centre. A trial segregated bin has been located in the Leisure Centre function room. Plan to roll out an additional 10 bins in future. 3G pitch & bin store at Leisure Centre has segregated bins.

W2 - REDUCE/ERADICATE SINGLE USE PLASTICS THROUGHOUT COUNCIL OPERATION AND SERVICE AREAS.							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Work with Catering Partner to reduce/eradicate single use plastics and achieve consistent approach	3	3	2	1	6	By 2025	Amenities Manager has worked with catering partner to improve recycling – new waste bin setup at the Oakwood Centre has also promoted this. Recycling rates to be monitored.
Eradicate use of plastic cups	3	3	3	1	7	By 2024	Plastic cups no longer purchased for the Oakwood Centre – glasses and paper cups, where required, are provided. provided for clients. Plastic cups in other buildings to be reviewed.
Provide external water points for refilling water bottles	3	1	2	2	5	By 2025	Hydration Station installed at WPLC summer 2024. Plans to introduce external refilling stations at the Oakwood Centre and in the Town Centre in development.
Provide staff with 'keep cups'	3	3	3	1	7	By 2024	No progress.

W3 - ERADICATE CARBON RELEASE FROM BURNING/BONFIRES							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Prohibit bonfires at allotment site	1	3	2	1	6		Plan to prohibit bonfire from January 2025 put on hold whilst issues of waste management at allotment site are considered (determined by LS committee – 3 Sep 2024)

ENGAGEMENT



E1 – RUN CARBON NEUTRAL EVENTS

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Reduce / offset carbon related to running Town Centre events including markets	3	3	2	1	6	By 2025	Need to review with Town Centre Manager.
Consider impact of events, including those run by external hirers (ie funfairs), on Council land, and consider possible carbon offsets	3	2	2	1	5	By 2025	No progress to date.

E2 - ENCOURAGE BEHAVIOUR CHANGE

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Work with Wokingham Borough Council with a view to organising a Woodley Carbon Reduction Community Conference.	n/a	2	1	1	4	By 2024	Climate Action Week in November announced at Annual Town Meeting (May 2024) - planned for 18-23 November 2024. Officers working with WBC's Climate Emergency team to arrange events.
Work with Woodley Town Centre Partnership on local business initiatives and involvement	n/a	3	2	2	7	Ongoing	No progress to date.

E3 - PARTICIPATE IN AND PROMOTE WIDER INITIATIVES E.G. WOKINGHAM BOROUGH COUNCIL CLIMATE EMERGENCY PLAN							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Continue to promote initiatives on Council's Climate Emergency Information Hub, and ensure this is kept up to date.	n/a	3	3	1	7		Ongoing promotion of Climate Emergency Hub planned in social media schedule. Various Climate Emergency newsletters signed up to – all reviewed, when received, and new / applicable initiatives added to hub where appropriate.

E4 - ENSURE ON-GOING COMMITMENT AND CONSISTENT APPROACH							
Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Involve relevant staff in the preparation of the action plan, and ensure all staff are aware of its contents and take ownership of actions in their area of responsibility.	3	3	2	2	7	Ongoing	Staff involved in the creation of this action plan, and all staff provided with plan. More work to be done to ensure on-going ownership of items, including regular catch-up meetings.
Involve residents in the process and make aware of the content of the Action Plan. Consider and include suggestions and feedback where appropriate as part of the on-going process.	n/a	2	2	1	5	Ongoing	Climate Action Plan promoted at the Annual Town Meeting (May 2024). Climate Action Week (Nov 2024) to be used to continue to promote this and engage with residents.

OFFSETTING



O1 – INCREASE TREE PLANTING

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Plant trees on Council land	n/a	2	2	2	6	Ongoing	Option to purchase memorial trees in Woodford Park provided. Trees planted regularly. Consider introduction of formal bio-diversity plan.
Encourage individuals / organisations in the community to plant trees (through WBC / Woodland Trust / Sponsorship)	n/a	2	2	2	6	Ongoing	Local and national initiatives to be publicised through the Council's Climate Emergency Information Hub.
Use of moss for carbon capture	n/a	2	1	1	4		Need to consider the feasibility / benefit, then cost up.

STRATEGIC



S1 – INTRODUCE APPROPRIATE POLICIES & STRATEGIES TO SUPPORT THE CLIMATE EMERGENCY DECLARATION

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Develop detailed, realistic and achievable targets in the Action Plan – with progress reported back to the Strategy & Resources Committee.	n/a	3	2	2	7	Ongoing	Actions rationalised when new Action Plan drafted (March 2024). Awaiting outcome of Climate Impact Appraisal (Summer 2024) to help ensure targets are realistic and achievable.
Implement a Council Strategy for Cycling, with the aim of improving infrastructure and encouraging cycling.	n/a	2	2	2	6	By 2024	Strategy for Cycling adopted by Council (via Leisure Services) in 2023. Working group set up in 2024 to consider implementation of strategy.
Create a Biodiversity Action Plan	3	3	2	1	6	By 2025	No progress as yet

S2 – PROVIDE SUITABLE TRAINING & ENCOURAGE A GREEN MINDSET

Actions	Scope	PRIORITY SCORING				Targeted Completion Date	Comments
		Cost	Achievability	Benefit	Score		
Provide carbon literacy training for all Councillors and officers	3	2	2	1	5	By 2025	No progress
Ensure any new buildings or major refurbishments are designed to include the use of sustainable materials, low operational energy and integration of renewable technologies.	2 & 3	1	1	3	5	Ongoing	

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