

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 11 June 2024 at 8:00 pm

Present: *Councillors A. Swaddle (Vice-Chairman); G. Bello; A Chadwick; R. Horskins; M. Kennedy;*

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

Also present: *Cllr B. Rowland (Virtual Attendance)
0 members of the public*

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

The Town Clerk asked for nominations for the position of Chairman of the Strategy & Resources Committee for the 2024/25 municipal year.

It was proposed by Councillor Horskins, seconded by Councillor Swaddle, and

RESOLVED:

- ♦ That Councillor Baker be appointed to the position of Chairman of the Strategy & Resources Committee for the 2024/25 municipal year.

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

In the absence of Councillor Baker, the Town Clerk asked for nominations for the position of Vice Chairman of the Strategy & Resources Committee for the 2024/25 municipal year.

It was proposed by Councillor Horskins, seconded by Councillor Chadwick, and

RESOLVED:

- ♦ That Councillor Swaddle be appointed to the position of Vice Chairman of the Strategy & Resource Committee for the 2024/25 municipal year.

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

2. **APOLOGIES**

Apologies for absence were received from Councillors Anderson, Baker, Gilder, Nagra and Rowland. Councillor Rowland indicated she would attend the meeting virtually.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

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

In relation to the Fixed Asset Policy, approved at the Strategy & Resources Committee meeting held on 23 January 2024, it was noted that a 'Policy and Resources Committee' had been referred to, and that this should state the Strategy & Resources Committee. The Town Clerk confirmed this would be corrected.

RESOLVED:

- ♦ That the minutes of the Strategy and Resources Committee meeting of 16 April 2024 be approved and signed by the Chairman as a correct record.

5. **ACTIONS / FOLLOW UPS**

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

21 November 2023 – Minute 42

In relation to inviting members of Wokingham Borough Youth Council to appropriate Council meetings, Councillor Baker had advised that, as he was no longer a Borough Councillor, he was no longer able to progress this action. Members asked the Town Clerk to follow this up.

12 September 2023 – Minute 26

It was noted that this action would remain on the action and follow ups list until reimbursement of VAT in relation to sports provision had been completed.

21 November 2023 – Minute 48

With regards to the installation of a water refill point in the town centre, the Town Clerk confirmed that plans of utilities had now been received from the Wokingham Borough Council Highways team. The next step is to select a suitable location. The Town Clerk also highlighted that discussions had taken place with Councillor Soane, as the Rotary Club had provisionally agreed to fund this, but that the price of the unit was higher than expected. Discussions would be ongoing.

23 January 2024 – Minute 76

The Town Clerk confirmed he had been following up the matter of transferring ownership of Wheble Park with the, now, Leader of Reading Borough Council, but has yet to receive a final response. Members asked that the Town Clerk attempt to progress this matter by contacting the Chief Executive of Reading Borough Council.

23 January 2024 – Minute 73

In relation to the potential installation of a borehole at the allotments, the Town Clerk updated Members that information had now been gathered regarding this, including receiving information from the designing of a similar project. The next step is for the Amenities Team to investigate this in more detail, but the Amenities Team are managing staff resource issues currently and so this may be delayed.

21 November 2023 – Minute 57

The Town Clerk updated members that the installation of acoustic panelling in Carnival Hall was currently pending, and would take place when the Amenities Team had available resource.

16 April 2024 – Minute 94

With regards to a proposal to mark the Town Council's 50th anniversary, the Town Clerk updated Members that a project to install a history timeline of Woodley along the corridor in the Oakwood Centre was being pulled together. The Amenities Manager and Communications Manager had visited Shinfield Parish Council, who have a similar display, and would be pulling a proposal together to be brought back to the committee for consideration.

16 April 2024 – Minute 89b

In relation to the painting of white lines to highlight the speedhump at Chapel Hall, the Town Clerk advised this was awaiting available Amenities Team resource to complete, but line painting work was continuing at the present time, as weather permits.

6. **FINANCE**

a) Budgetary Control

The Town Clerk presented Report No. SR 18/24.

It was noted that expenditure relating to central costs was over the expected point due to a project to upgrade the Council's IT infrastructure. The Town Clerk also advised that Corporate Management, and repairs and maintenance expenditure was also higher as certain payments, such as insurance premiums, were payable at the beginning of the year.

The Town Clerk advised Members that there had been an error in the expenditure figures presented in the agenda; the £17,328 figure presented against Capital Projects should be £6,677. The reason for this error was that a public loans payment, due to be made at the end of March in relation to the 2023/24 accounting year, actually came out in April. Subsequently, the Finance Manager confirmed, the figure actually needed to be accounted for in the 2023/24, where it had been incorrectly reported in this agenda. Members noted this amendment reduced the current expenditure percentage down from 11.60% to 10.84%.

Members noted that income relating to the Oakwood Centre was slightly lower than expected, with this attributed in the main to invoicing times for bookings at the start of the year. It was also highlighted that income in relation to the CCLA investments was stronger than expected.

It was highlighted that the Council now provides grants under the General Power of Competence, and not Section 137 of the Local Government Act. As such, the budgetary control report should remove reference to 'Section 137' in the expenditure headings.

Following a query regarding income due to be received in relation to installing CCTV in the town centre, the Town Clerk confirmed that £15k funding from the Police Crime Commissioners officer had been received in March. Match funding from Wokingham Borough Council was yet to be received.

RESOLVED:

- ◆ To note Report No. SR 18/24.

b) Payments

Following a query relating to a higher-than-normal payment to Poztive Energy Ltd for electricity supply to Woodford Park Leisure Centre, the Finance Manager advised that the company had previously utilised estimated usage figures, despite receiving readings from the Council, but had now updated the charge based on actual readings.

With regards to the payment of £1,800 to Blandy & Blandy LLP, the Town Clerk confirmed this was in relation to a payment on account relating to an ongoing encroachment issue at the allotments.

RESOLVED:

- ◆ To note the following payments, listed in **Appendix A** (April 2024):

	Current account	Imprest account
April 2024	£246,243.34	£69,804.31

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.

7. OAKWOOD CENTRE INCOME UPDATE

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

RESOLVED:

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

8. WOODLEY TOWN CENTRE PARTNERSHIP

RESOLVED:

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

9. CAPITAL PROJECTS SCHEDULE

The Town Clerk advised Members that the only update on the capital projects schedule from the last meeting was the completion of the reinforced grass path across the memorial ground. Members commented that the path looked great. It was again noted that, due to low staff resource currently within the Amenities Team, progress on other projects was likely to be delayed.

10. CLIMATE EMERGENCY ACTION PLAN

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

In relation to the action to increase tree planting, the Town Clerk advised that the Council would be looking to develop a biodiversity plan to cover this, and other Council activities, which help to promote biodiversity and wildlife in the area.

Members noted that the word 'internal' had been removed from the action to provide internal and external water refill points as the purpose of the action was to introduce mains refilling points, and it was deemed impractical to re-route mains water to other points in the council buildings for this purpose. It was noted free standing water fountains were available in the Oakwood Centre.

Following a query around action C3, and monitoring the capacity of the rainwater harvesting tank at the Oakwood Centre, the Town Clerk confirmed there is an overflow where heavy rain occurs, and the rainwater captured is expected to be enough to continue to be used throughout the year. The Town Clerk also explained there are plans to introduce another harvesting unit by Coronation Hall to provide a water source closer to the beds to the southern end of the memorial ground.

The Town Clerk provided an updated on the potential to move to using grey water for flushing toilets at the Oakwood Centre, stating this had been considered but not proceeded with as it was determined not to be viable.

RESOLVED:

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

11. **YOUTH GRANT APPLICATION**

Members considered the recommendation from the Leisure Services Committee regarding the request for youth grant funding from ABC to Read, in line with the youth grant criteria.

It was noted that approximately nine children would potentially receive reading support should the youth grant be approved, assuming ABC to Read are able to recruit the three additional volunteers they intended to with the money. It was commented that reading support is already provided in schools by volunteers, and it was questioned whether Woodley schools actually require the assistance of volunteers provided by ABC to Read. It was noted that the application indicated that, of the children already supported by the organisations, 3% were Woodley residents.

A comment was raised that, with the relatively small number of residents this might impact, if the grant is approved then a quarterly report should be requested from ABC to Read which updates the Council on the recruitment of Woodley volunteers, the number of children now supported, and, if their aims have not been achieved, what the organisation is doing to meet those aims. It was also suggested this approach should be taken with all organisations receiving any Town Council grant in excess of £1,000.

A suggestion was made that the matter should be referred back to the Leisure Services Committee, with that Committee then seeking information from local schools as to whether they would engage with this organisations and accept volunteers into the schools, should they be recruited. However, it was noted that the Leisure Services Committee had already considered the application and recommended its approval. The Deputy Town Clerk advised that he could, if resolved, contact ABC to Read to seek information on any Woodley schools within which they already provide support, and also then contact all Woodley schools to see if they would be open to receiving such support.

A proposal was then made by the Chairman to move to a vote to approve the youth grant, as recommended by the Leisure Services Committee, with the additional requirement that ABC to Read must provide quarterly reports on their progress towards recruiting three additional Woodley volunteers, and the number of Woodley children being supported.

RESOLVED:

- ♦ That, under the General Power of Competence (Localism Act 2011), a grant of £1,000 should be paid to ABC to Read, to pay towards recruiting three new volunteers to assist nine children in Woodley to read, with the requirement that ABC to Read provide quarterly reports on their progress towards recruiting three additional Woodley volunteers, and the number of Woodley children being supported.

Voting: For: 4 Against: 1 Abstentions: 0 No Vote: 0

12. **FUTURE AGENDA ITEMS**

A request was made for an update on the sale of land, formerly home to Woodley Tennis Club on Silver Fox Crescent, at the next meeting.

A request was made to include the matter of painting street furniture, such as benches and lamp columns, on a future agenda. The Town Clerk advised that the Town Centre Manager had already met and discussed this with the relevant Wokingham Borough Council Officer, and plans were being made to re-paint the columns, seating and bollards in the town centre.

Following a query, the Town Clerk confirmed the Council had been approached by a voluntary organisation seeking to setup a number of 'talking benches' in Woodley. He advised these were benches with a plaque on which indicated that anyone who sat on them was open to chatting to others who sit on the bench. Members noted there was currently no request for funding from the Town Council to support this, merely help in identifying a number of council owned benches which might be appropriate, and assistance with the siting of plaques.

13. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

14. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to 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: 5 Against: 0 Abstentions: 0 No Vote Recorded: 0

15. **CATERING PARTNER**

The Town Clerk set out Report No. SR 19/24, which Members proceeded to discuss fully.

A query was raised in relation to the reference to 'net turnover' in the report. The Finance Manager agreed to look into this and confirm the intention of the wording.

It was noted that the working group would benefit from the appointment of any Councillors who might have prior experience in the catering / hospitality industry. As it was unknown who, if any Councillors, this might include, Members suggested sending a request to all Members to ask if any were interested in being appointed to the working group. It was noted that, under standing orders, appointments must be made at a meeting of the parent committee, i.e. this committee, and that the next meeting was not due to take place until September. It was also highlighted that this matter was urgent and therefore needed Members appointed as soon as possible.

Councillor Greg Bello indicated he wished to be appointed as the Labour member on the working group. Councillor Horskins advised he would be happy to be considered as one of the Conservative appointments, in the absence of any other Conservative appointments which were considered more suitable, whilst advising he would need to attend meetings virtually.

Following a proposal, it was:

RESOLVED:

- ◆ To note Report No. SR 19/24.
- ◆ To appoint a Catering task & finish working group, in line with the terms of reference set out at **Appendix B**.
- ◆ To suspend Standing Orders 2.2 c) and 9.5 a), in relation to the requirement for appointments to be noted at a meeting of the parent committee.
- ◆ To note the appointment of Councillor Bello to the Catering task & finish working group.

- ♦ To contact Conservative Members to ask if any have prior experience in a catering / hospitality industry and wish to be appointed to the working group. Following this the Chairman will, on behalf of the Strategy & Resources Committee, select those to be appointed to the working group, should interest exceed the number of places.

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

Meeting closed at 9:18 pm

APPENDIX A

Woodley Town Council

Current Account

List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
11-Apr-24	(Personal Information)	300.00	Routine pest control service
11-Apr-24	(Personal Information)	550.00	Monthly WTCP Mkt Mgr
18-Apr-24	21CC Group Ltd	282.00	Bespoke D Day Crown
11-Apr-24	AGA Print Ltd	232.46	Poster/Banners
11-Apr-24	Berkshire Tree Care	2376.00	Gardening services
18-Apr-24	Berkshire Youth	4644.52	Berkshire Youth-Out Reach
18-Apr-24	Bowak Ltd	335.08	Cleaning supplies
11-Apr-24	Brake Bros Foodservice Ltd	322.56	Vending supplies
19-Apr-24	Brake Bros Foodservice Ltd	596.89	Vending supplies
19-Apr-24	Brown Bag Cafe Ltd	677.10	Monthly catering service-Feb 24
11-Apr-24	Castle Water	2809.65	Water rates
11-Apr-24	Castle Water Ltd	11.51	Water rates-Town ctr-Mar24
11-Apr-24	CDK Casting Ltd	117.00	Bronze plaque
02-Apr-24	CF Corporate Finance Ltd	166.32	Qtrly photocopier lease fee
19-Apr-24	Churchill Contract Services Ltd	1884.67	Contract cleaning
11-Apr-24	Cloudy Group Ltd	7068.00	WTC Internet update
03-Apr-24	Club Manager Ltd	106.80	Monthly gym software support
11-Apr-24	CoolerAid Ltd	98.40	Bottled water
18-Apr-24	Culligan UK Ltd	3042.00	Water bottle filling station
18-Apr-24	DCK Accounting Solutions Ltd	356.16	Yaerend accounts health check 23/24
11-Apr-24	Dejac Associates Ltd	420.00	Annual cloud back/BT Modem WPLC
18-Apr-24	Dejac Associates Ltd	360.00	Apple monthly support
22-Apr-24	Ecotricity	626.75	Gas supply-Coro H Mar24
22-Apr-24	Ecotricity	1188.83	Electric supply-Depot Mar24
22-Apr-24	Ecotricity	592.44	Gas supply-Chapel Mar24
11-Apr-24	EDF Energy 1 Ltd	27.51	Electrical supply-Clock
11-Apr-24	Epos Now Ltd D/D	30.00	Epos till monthly support
11-Apr-24	Eventu	50.00	Monthly projector hire
10-Apr-24	Global 4 Communications	1127.73	Phone/Mobile-Mar24
11-Apr-24	Henry Street Garden Centre	124.66	Garden supplies
19-Apr-24	HMRC Cumbernauld	18142.13	Employee & 'er deducted from pay
11-Apr-24	Kent Group Services Ltd	48877.14	Tubing heat installation-WPLC
29-Apr-24	Les Mills Fitness UK Ltd	224.57	Gym live program-coach
15-Apr-24	Lloyds Bank D/D	434.14	Monthly cardnet service
30-Apr-24	Lloyds Bank D/D	42.62	Current a/c 10 Mar-9 Apr24
08-Apr-24	Mailcoms Ltd D/D	102.60	Franking software update
15-Apr-24	Merchant Rentals Ltd	19.50	Monthly cardnet machine-Apr24
15-Apr-24	Merchant Rentals Ltd	19.50	Monthly cardnet machine-Apr24
19-Apr-24	MKR Electrical Services Ltd	8351.17	Electrical supplies/service
24-Apr-24	Pitney Bowes Ltd	250.00	Postage top up-19 Apr 24
15-Apr-24	Poztive Energy Ltd	7.49	Electric supply-Coro H 1-26Mar
15-Apr-24	Poztive Energy Ltd	12.99	Electric supp-Coro H 27-31 Mar
16-Apr-24	Poztive Energy Ltd	14850.06	Electric supply-WPLC-Mar24
16-Apr-24	Poztive Energy Ltd	22.87	Electric supply-Chapel H Mar24
16-Apr-24	Poztive Energy Ltd	1768.48	Electric supply-Mar24 OC
24-Apr-24	Poztive Energy Ltd	10.26	Electric supply-Chapel H Mar24
18-Apr-24	Proludic Ltd	963.22	Grill support-WP
19-Apr-24	Prudential	300.00	AVC deducted from pay
02-Apr-24	Public Works Loan Board	75974.80	PWLB Capital/Interest
18-Apr-24	RAC Holdings Limited	2373.00	Deluxe Loo hire-Aug 24
11-Apr-24	Reading Borough Council	5054.88	Allot lease/Wheble lease

19-Apr-24	Reading Community Energy Soc Ltd	487.90	Electrical supply-WPLC/OC
18-Apr-24	Rialtas Business Solutions Ltd	3384.00	Annual Software service
05-Apr-24	SecureHeat	250.20	Electric service fee
19-Apr-24	Select Environmental Services Ltd	906.66	Refuse collection
17-Apr-24	SGW Payroll Ltd	151.70	Monthly payroll-Mar24
30-Apr-24	Siemens Financial Services	1236.62	Gym equip monthly hire-May-Jun
18-Apr-24	SLCC Enterprises Ltd	642.90	Clerks manual/Staff training
18-Apr-24	Spot on Fitness Ltd	240.00	Pilates WPLC cover
11-Apr-24	SSE Energy Supply Ltd	243.05	Electric supply-Street lighting
25-Apr-24	SSE Energy Supply Ltd DD	257.93	Electric supply-Toilet Mar24
11-Apr-24	Technical Surfaces Ltd	399.00	3G Matchfit service
11-Apr-24	Thames Valley Water Services Ltd	240.00	Monthly water temp checks
19-Apr-24	The Berkshire Pension Fund	22987.07	Employee & 'er deducted from pay
18-Apr-24	Trade UK - Screwfix	62.97	Building supplies
11-Apr-24	Vesey UK Limited	92.99	Footballs/Mesh bags
02-Apr-24	Wokingham BC - Rates	2811.00	Rates-WPLC Apr24
02-Apr-24	Wokingham BC - Rates	418.32	Rates-Coro H Apr24
02-Apr-24	Wokingham BC - Rates	191.94	Rates-Chapel HApr24
02-Apr-24	Wokingham BC - Rates	1292.63	Rates-OC Apr24
11-Apr-24	WorkNest Ltd	1620.00	Employee assist program 24/25

Total Payments

246243.34

CLERKS IMPREST A/C

List of Payments made between 01/04/2024 and 30/04/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
03-Apr-24	(Personal Information)	15.00	Refund key deposit
03-Apr-24	(Personal Information)	15.00	Refund key deposit
03-Apr-24	(Personal Information)	75.00	Refund deposit
03-Apr-24	(Personal Information)	100.00	Refund deposit
03-Apr-24	(Personal Information)	100.00	Refund deposit
03-Apr-24	(Personal Information)	134.60	Refund deposit
03-Apr-24	(Personal Information)	77.00	Refund WPLC Course
03-Apr-24	(Personal Information)	176.00	Refund WPLC Course
05-Apr-24	(Personal Information)	35.60	Vehicle parts-Van
10-Apr-24	(Personal Information)	77.00	Refund WPLC Course
12-Apr-24	(Personal Information)	14.97	Batteries
17-Apr-24	(Personal Information)	15.00	Refund key deposit
19-Apr-24	(Personal Information)	5.29	Refund allotment rent
22-Apr-24	(Personal Information)	75.00	Refund deposit
22-Apr-24	(Personal Information)	180.00	Refund deposit
22-Apr-24	(Personal Information)	200.00	Refund deposit
24-Apr-24	(Personal Information)	200.00	Refund deposit
24-Apr-24	(Personal Information)	75.00	Refund deposit
26-Apr-24	(Personal Information)	200.00	Grant - April 2024
26-Apr-24	(Personal Information)	200.00	Refund deposit
26-Apr-24	(Personal Information)	150.00	Refund deposit
29-Apr-24	(Personal Information)	100.00	Refund deposit
29-Apr-24	(Personal Information)	200.00	Refund deposit
26-Apr-24	(Personal Information)	200.00	Refund deposit
08-Apr-24	Amazon Business Account	119.99	60L Pedal bins
08-Apr-24	Amazon Business Account	145.47	Sticky Letter numbers
08-Apr-24	Amazon Business Account	129.95	80L metal sensor bins
08-Apr-24	Amazon Business Account	129.95	80L metal sensor bin
08-Apr-24	Amazon Business Account	58.30	Recycling stickers for bins

08-Apr-24 Amazon Business Account	203.53 770L gas cylinder/deck box
09-Apr-24 Amazon Business Account	455.94 Kitchen 4x 15L double bins
09-Apr-24 Amazon Business Account	55.98 Saw-tooth lawn edging tool
15-Apr-24 Amazon Business Account	13.98 Powder free gloves
15-Apr-24 Amazon Business Account	20.65 Beco sliding sign
15-Apr-24 Amazon Business Account	10.58 Clear grafting tape
17-Apr-24 Amazon Business Account	29.83 4x Key padlocks WTCP
29-Apr-24 Amazon Business Account	278.99 Metal garden shed
18-Apr-24 Black Country Metal Works Ltd	176.80 Hecules tree guards
12-Apr-24 Blandy & Blandy LLP	1800.00
03-Apr-24 Chew Valley Trees	273.00 Garden supplies
18-Apr-24 Chew Valley Trees	273.00 Gardening supplies-plants
04-Apr-24 Fuel/Petrol Petty cash	55.00 Topup Petrol patty cash
16-Apr-24 Hayloft Plants Ltd.	228.00 gardening supplies-pots
26-Apr-24 Life Education	310.00 Grant - April 2024
24-Apr-24 Lloyds Bank	58514.32 Net April 2024 payroll
12-Apr-24 Lloyds Bank D/D	13.60 Imprest - Mar24
10-Apr-24 MB Marktek	52.27 Acrylic signs
10-Apr-24 Newton Newton Flag and Banner	34.80 D-Day 80 Flag of peace
26-Apr-24 Survey Monkey Europe UC	370.62 Team Advant annual plan
26-Apr-24 Woodley Bowling Club	350.00 Grant - April 2024
26-Apr-24 Woodley Fest of Music	350.00 Grant - April 2024
19-Apr-24 Woodley Lunch Bunch	678.00 Mayors quiz night
26-Apr-24 Woodley Photographic	350.00 Grant - April 2024
03-Apr-24 Yehlex UK	722.50 50x tube shuttlecocks
24-Apr-24 Zoom Video Communication Inc	978.80 Annual subscription 24/25

Total Payments

69804.31

CATERING TASK & FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.1	04.06.24	No	Draft Version
1.0	11.06.24	No	Approved by S&R Committee

1. **TYPE OF COMMITTEE** => Task & Finish Working Group
2. **PARENT COMMITTEE** => Strategy & Resources Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. YES
4. **SIZE** => 4 Councillors
5. **END DATE** => 11 September 2024
6. **DUTIES AND POWERS**
 - 5.1. **OVERALL PURPOSE**
 - a. To carry out required actions to consider and shortlist tender submissions, interview shortlisted providers and make a recommendation to the Strategy and Resources Committee on the appointment of a new catering partner for the Oakwood Centre from 26 August 2024.
 - 5.2. **MEETINGS**
 - a. Meetings will take place as and when required in order to best achieve the stated purpose within the timescales prescribed by the working group.
 - b. Officers will be in attendance at all meetings.
 - 5.3. **TERMS OF OPERATION**
 - a. To review tender submissions from catering providers and shortlist for interview.
 - b. To interview shortlisted catering providers to receive presentations and ask questions.
 - c. To consider the shortlisted tender submissions and interview outcomes and make a recommendation to the Strategy and Resources Committee on the appointment of a new Catering Partner.