

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 26 November 2024 at 8:00 pm

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

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

Also present: *Cllr R. Horskins; Cllr B. Rowland (Virtual Attendance)
Cllr Y. Edwards;
Cllr A. Freeny – Wokingham Borough Councillor
1 member of the public*

36. **APOLOGIES**

Apologies for absence were received from Councillor Horskins, Kennedy and Rowland. Councillors Horskins and Rowland attended the meeting virtually.

37. **DECLARATIONS OF INTEREST**

There were no declarations of interest raised by Members.

38. **MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2024**

RESOLVED:

- ♦ That the minutes of the Strategy and Resources Committee meeting of 10 September 2024 be approved and signed by the Chairman as a correct record.

39. **ACTIONS / FOLLOW UPS**

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

21 November 2023 – Minute 44

In relation to being able to provide greater information about Oakwood Centre room income the Town Clerk advised Members that the current finance system was not able to provide sufficient reports, but that the Council were looking to move to a new software system shortly with greater reporting functionality.

23 January 2024 – Minute 67

The Town Clerk confirmed that updates to the IT Manual, IT Risk Assessment and Disaster Recovery Plan documents will be taking place shortly.

23 January 2024 – Minute 73

With regards to investigating the possibility of installing a borehole at the allotments, Members noted this was awaiting capacity in the Amenities team to be progressed.

16 April 2024 – Minute 91.3

In relation to undertaking a carbon footprint assessment on the Council's activities, the Town Clerk advised that further data required for this work had been collated, but Officers were still compiling waste management data before this could be progressed.

40. Following a request, the Chairman proposed, and following a vote it was:

RESOLVED:

- ◆ That, in line with Standing Order 13.3 a), the order of the agenda be amended to bring forward items 13 (Wheble Park) and 14 (Town Centre CCTV) for discussion.

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

41. **WHEBLE PARK**

The Town Clerk set out Report No. SR 30/24.

Before discussion commenced, the Chairman highlighted to Members that the Council would soon be looking to implement a new youth service in the area, following a decision at the last Leisure Service Committee meeting, and that this service had the potential to be quite costly.

Members noted that Wheble Park is owned by Reading Borough Council, with the Town Council leasing the land and the current lease due to expire in 2031. It was also noted that a number of properties around the park are also properties owned by Reading Borough Council.

The Town Clerk confirmed that Reading Borough Council had advised they would be unwilling to consider transferring or selling the land to the Town Council, but that they would be happy to consider negotiating a new, long-term lease.

An open discussion took place, with varying opinions and suggestions expressed. Members noted that Councillors Edwards and Taylor had visited 58 properties in the vicinity of the park and that general consensus was in support of improvements; in particular to the play equipment, walking space and seating. It was noted that, were the Council to progress with considering improvements to the park, Officers would undertake a consultation with local residents to provide more statistical data.

Members noted that, for the duration of the lease, the Town Council would continue to take responsibility for maintaining the park, ensuring the play equipment is maintained to the relevant ROSPA safety standard as it does currently.

Following a comment that the new play area in Woodford Park had been partly funded by Section 106 funds, the Town Clerk confirmed that the Council currently had no Section 106 nor Community Infrastructure Levy funding available.

After extensive discussion the Chairman proposed, seconded by Councillor Anderson, and following a vote it was:

RESOLVED:

- ◆ To note Report No. SR 30/24.
- ◆ For the Town Clerk to pursue the extension of the current lease of Wheble Park with Reading Borough Council, and to then pull together a fully costed proposal for improvements, including a long-term financial plan for maintaining and potential renewal of equipment at the end of its lifespan, to be presented to a future Strategy & Resources Committee meeting.

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

42. **TOWN CENTRE CCTV**

The Town Clerk set out Report No. SR 31/24.

Members noted that Thames Valley Police had provided £15k funding for the specific purpose of installing CCTV in the town centre, and that the proposal presented could be fully funded by this money. It was also noted that Wokingham Borough Council had also committed to provide £15k for this project but that, to date, this money had not been forthcoming.

Following a query the Town Clerk explained that, whilst the CCTV system would be a live system, it would not be monitored in real-time by staff. However, Police would have access to review footage on the system when required.

Wokingham Borough Councillor Alex Freeny commented that he would like to see the proposed system extended to provide a camera which captures the Headley Road car park and Woodley Library due to recent anti-social behaviour and flytipping incidents in the area. Members noted that this car park and library, as well as the land itself, was owned by Wokingham Borough Council. Members suggested it would be for Wokingham Borough Council to fund this, if they wished, noting that they already provide their own CCTV in the Waitrose car park.

RESOLVED:

- ♦ To note Report No. SR 31/24.
- ♦ To approve the project to install CCTV in the town centre, and that this project be funded via the grant received from Thames Valley Police.

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

At this point Cllr Edwards and Wokingham Borough Councillor Freeny left the meeting.

43. **FINANCE**

a) Budgetary Control

The Town Clerk presented Report No. SR 26/24.

Members noted that income and expenditure was where it was expected to be at this point in the year. In particular, it was noted that Oakwood Centre room income had now recovered to expected levels following reports of lower income earlier in the year, caused by a backlog of invoice payments.

RESOLVED:

- ♦ To note Report No. SR 26/24.

b) Payments

Following a query, it was advised that Cloudy Group Ltd are the Councils new IT provider.

RESOLVED:

- ♦ To note the following payments, listed in **Appendix A** (August 2024), **Appendix B** (September 2024), and **Appendix C** (October 2024):

	Current account	Imprest account
August 2024	£90,892.05	£71,413.67
September 2024	£223,628.95	£65,687.61
October 2024	£115,446.67	£62,124.94

c) Internal Audit

The Town Clerk set out the first report of the Council's internal auditors for the 2024/25 financial year, with members noting the three main issues raised.

In relation to the expected retirement of the Responsible Financial Office (RFO) in June 2025, it was noted that this needs to be planned for. The Town Clerk confirmed measures were being put in place for this, and that the RFO role would be recruited to in due course.

With regards to the RFO's access to the finance system at Woodford Park Leisure Centre, Members noted this was being looked into as part of a wider piece of work to review the Council's IT networks.

In terms of the issue raised with the process of authorising debit card payments, the Town Clerk confirmed this was to be covered in the recommended changes to the Financial Regulations, due to be considered later in the agenda.

RESOLVED:

- ◆ To note the report of the Council's internal auditors, following their first interim audit for the 2024-25 financial year, completed on 31 October, as provided in the agenda.

d) 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.

44. OAKWOOD CENTRE INCOME UPDATE

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

Members noted that Oakwood Centre room income was now tracking above budget. They also noted that Catering income was reported to the end of the contract with the previous Café provider, and that income relating to the new catering contract would start to be reported from February 2025 in line with the contract conditions.

RESOLVED:

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

45. WOODLEY TOWN CENTRE PARTNERSHIP

Following a query, the Town Clerk advised that no further progress had been made in relation to the standing electricity charge in relation to the town clock, which had risen from £4.93 per month to £94.31.

In relation to the planning application for a new communications kiosk to be placed in the town centre outside Domino's Pizza, Cllr Bello updated Members that he had attended the Wokingham Borough Council planning committee meeting at which this was discussed and advised the application had been refused by the committee.

Due to uncertainty, it was requested that the names of the Borough Council representatives on the Partnership be confirmed with Wokingham Borough Council.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Partnership meeting which took place on 16 October 2024.

46. **CAPITAL PROJECTS SCHEDULE**

The Town Clerk updated Members to advise that works to refurbish the kitchens at Coronation and Chapel Halls were now being undertaken. He also explained that the replacement of notice boards had yet to be progressed and was awaiting capacity within the Amenities team to do so.

Following a query, Members noted that the works to replace netting on the 3G pitch had been completed, but other planned pitch improvements were yet to take place.

A query was raised as to whether Feely Fruity had been contacted with regards to the planting of the Kings Orchard Garden. The Town Clerk advised that planting had now been planned with more mature trees, but that he was in communication with Feely Fruity about other potential projects.

RESOLVED:

- ◆ To note the update on Council projects, as provided in the agenda.

47. **STANDING ORDERS & FINANCIAL REGULATIONS SUB COMMITTEE**

47.1 **RESOLVED:**

- ◆ To note Report No. SR 27/4 of the Standing Orders & Financial Regulations Sub Committee meeting which took place on 7 October 2024.

- 47.2 Members considered the updates to Standing Orders and the draft Financial Regulations recommended for approval by the Sub Committee as provided in the report, along with a further update to the Financial Regulations recommended by the Town Clerk to clarify the process of authorising debit card payments, as highlighted in the recent internal audit.

Following a vote, Members:

RECOMMENDED:

- ◆ That Full Council approves the updates to the Standing Orders, as provided at **Appendix D**.
- ◆ That Full Council approved the updated Financial Regulations, as provided at **Appendix E**.

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

47.3 **RESOLVED:**

- ◆ To note that Councillor Taylor has replaced Councillor Nagra as the Labour group member on the Standing Orders & Financial Regulations Sub Committee.

48. **COMMUNITY GRANTS**

Members considered the grant applications set out in the Report No. SR 28/24.

- 48.1 Following a query regarding the application from Crumbs Café to run a free Santas Grotto for 120 children, it was noted places would not be restricted, nor priority given to vulnerable children or children from low-income families. Members indicated they were against awarding money for this unless Crumbs were prepared to restrict the remaining places to vulnerable families. It was suggested an organisation such as Woodley Lunch bunch might be able to indicate which families may be in need of this.

RESOLVED:

- ◆ That, under Section 137 of the Local Government Act 1972, the following grant be awarded:

Crumbs Café	£350	To provide a free Santas Grotto experience on 23 December for up to 120 children – on the proviso that remaining places not yet reserved are given to families in need of this, as put forward by a charitable organisation such as Woodley Lunch Bunch.
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Voting: For: 6 Against: 0 Abstentions: 1 No Vote Recorded: 0

48.2 Members considered the remaining grant applications, discussing each in order.

Following one overall vote, it was:

RESOLVED:

- ◆ That, under Section 137 of the Local Government Act 1972, the following grants be awarded:

Woodley Adopt a Street Project	£350	To purchase additional equipment for volunteers to use (such as litter picker bag holders and hi-viz safety jackets).
Woodley Schools' Cluster	£350	To fund the materials, certificates and small prizes associated with five cluster projects; the Bake Off Challenge, the Tray Garden Challenge, the Coding Challenge, the History Investigators Challenge, the Climate Change Challenge.
Woodley United FC	£350	To pay towards the cost running Funino football sessions for young people on Sunday mornings.
Young Person A	£100	To help meet the following costs of Person A's kayaking training
Young Person B	£100	To help pay towards Person B competing at the Nfinity Cheerleading Championships in Florida, USA, in April 2025.

- ◆ That the following grant application be rejected:

Wokingham Job Support Centre	£350	Towards the cost of providing an office environment with internet access, internet training and support on how to find and apply for jobs. Also to provide a blend of assessment, coaching and advice, with a focus on improving skills through one-to-one support and workshops on CV writing, interview skills, using Social Media.
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The application was rejected on the basis that the application indicated only 12 Woodley residents were supported in the previous year.

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

49. **ALLOTMENTS RENT REVIEW**
The Town Clerk presented Report No. SR 29/24.

RESOLVED:

- ◆ To note Report No. SR 29/24
- ◆ To increase the allotment plot charges from January 2026 by 2.7% in line with the September 2023 Retail Price Index figure, and to maintain the water charge at 50p per pole per year.
- ◆ That the following charges be made for allotment plots at the Reading Road site from January 2026:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£63.00	£5	£68.00	Pensioner Woodley Resident	£47.20	£5	£52.20
	Non-Woodley	£94.40	£5	£99.40	Pensioner Non-Woodley	£70.80	£5	£75.80
Poles		Rent	Water	Total		Rent	Water	Total
5	Woodley Resident	£31.50	£2.5	£34.00	Pensioner Woodley Resident	£23.60	£2.5	£26.10
	Non-Woodley	£47.20	£2.5	£49.70	Pensioner Non-Woodley	£35.40	£2.5	£37.90

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

50. **COUNCIL MEETING DATES 2025/26**

RECOMMENDED:

- ◆ That Full Council approve the schedule of meetings for the 2025/26 municipal year, as attached at **Appendix F**.

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

51. **COUNCIL MEETING AUDIO EQUIPMENT**
The Deputy Town Clerk set out Report No. SR 32/24.

Members noted that the provision of individual, on-desk, wireless microphones was considered the only solution suitable for capturing sound adequately at meetings. It was suggested Officers seek to sell or gift to charity any redundant second-hand equipment once new equipment had been purchased. Members also noted that the system would provide an audio loop system for those with hearing impairments, and that the provision of a full building hearing loop system would cost similar to this solution on its own.

RESOLVED:

- ◆ To note Report No. SR 32/24.
- ◆ To approve the purchase of AV equipment in line with Option 1, a 15-mic solution, as set out in the report, with the £31,000 expenditure to be funded from the General Reserve.

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

52. It was proposed by the Chairman, seconded by Cllr Chadwick and

RESOLVED

- ◆ That as the business would not be completed by 10pm, in accordance with Standing Order 11.5 a), the meeting continue to no later than 10.30pm in order to complete the business set out in the agenda.

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

53. **THEATRE REFURBISHMENT PROJECT**

The Deputy Town Clerk set out Report No. SR 33/24.

Members noted that the theatre is currently an underutilised space, and that the technical equipment in the theatre was now old and becoming obsolete. Following discussions with installation companies, Members noted the cost of upgrading equipment could be anywhere from £150k to £200k. Due to the level of money, it was noted that Officers wished to engage a theatre consultant to review the space, advise on upgrade, and also to provide advice on how to achieve the best social and community value from the project.

It was noted that Wokingham Borough Council had highlighted the importance of this performance space in their recent Town Centre Strategy work. Due to this, Officers had been in discussion with the Borough Council regarding any support they could provide for improvements, and Members noted Wokingham had indicated they may be able to assist by funding the consultancy work through the Shared Prosperity Fund. Members noted the project should not be held up awaiting this funding.

RESOLVED:

- ◆ To note Report No. SR 33/24.
- ◆ To approve the engagement of a theatre consultant to advise on potential technical specification upgrades and a future business model for the Alan Cornish Theatre, with the £5,525 cost to either be funded from the UK Shared Prosperity Fund, via Wokingham Borough Council, or from the Council's General Reserve should UK SPF funding not be available.

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

54. **50th ANNIVERSARY HISTORY TIMELINE**

The Town Clerk set out Report No. SR 34/24.

Members noted that the visual timeline would be installed in the corridor of the Oakwood Centre, and would provide a history of the area, along with QR codes directing people to more information on individual events via the Council's website. Following a query, the Town Clerk advised it was envisaged the timeline installation would be installed by April 2025.

RESOLVED:

- ◆ To note Report No. SR 34/24.
- ◆ To approve expenditure up to £8,000 from the General Reserve for the creation and installation of the Woodley Timeline as set out in the report.

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

55. **SILVER FOX CRESCENT UPDATE**

RESOLVED:

- ◆ To note that the Council has received £70,002.05 in respect of its interest in land previously sold at Silver Fox Crescent, with the funds treated as a capital receipt and placed into an earmarked reserve for future capital expenditure.

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

Members considered the request from Wokingham Borough Council for the Town Council to help co-fund three proposed projects utilising CIL funding; namely the installation of a bridge over the river Loddon adjacent to Showcase cinema, and the upgrade of play equipment in both the town centre and Badgers Rise play areas. The Town Clerk confirmed that the Council currently has no unallocated CIL funds meaning, were Members minded to support the request, funds would need to be released from the General Reserve.

RESOLVED:

- ◆ To not agree to the request from Wokingham Borough Council to co-fund the three projects indicated.

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

57. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

The Deputy Town Clerk advised Members that the Climate Action Week took place from 18-23 November. 12 events took place, with over 200 participants. A list of the events which took place is provided at **Appendix G**.

Members expressed their thanks to Officers for running a successful week of events.

It was requested that a summary report of the week be sent to all Councillors, and that all future press releases are sent directly to all Councillors via email at the point they are published.

58. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items raised by Members.

59. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

Meeting closed at 10:11 pm

Woodley Town Council**Current Account****List of Payments made between 01/08/2024 and 31/08/2024**

Date Paid	Payee Name	Amount Paid	Transaction Detail
07-Aug-24	(Personal Information)	330.00	Monthly WTCP Mkt Mgr
14-Aug-24	(Personal Information)	300.00	Routine pest control
07-Aug-24	AGA Print Ltd	28.81	Poster/Banner
22-Aug-24	Agrovista UK Ltd	1417.20	Top dressing/bowling seed
07-Aug-24	Alan Hadley Ltd	462.00	Refuse collection
14-Aug-24	Alarm Response	24.00	Serviceing alarm-Oakwood
20-Aug-24	BNP Paribas Leasing Solutions	367.20	Qtrly lease Photocopier OC
14-Aug-24	Bowak Ltd	692.21	Cleaning supplies
07-Aug-24	Brake Bros Foodservice Ltd	303.80	Vending supplies
07-Aug-24	Brake Bros Foodservice Ltd	891.46	Vending supplies
08-Aug-24	Brake Bros Foodservice Ltd	543.70	Vending supplies
09-Aug-24	Brake Bros Foodservice Ltd	301.22	Vending supplies
14-Aug-24	Brake Bros Foodservice Ltd	1269.99	Vending supplies
14-Aug-24	Brewers Decorator Centners	89.94	Decorating supplies
14-Aug-24	Brown Bag Cafe Ltd	1031.28	Monthly catering service
07-Aug-24	Castle Water	5186.94	Water rates
09-Aug-24	Castle Water	84.25	Water rates
21-Aug-24	Castle Water Ltd	17.44	Water rates-Town C July24
14-Aug-24	CDK Casting Ltd	121.80	Bronze Plaque
14-Aug-24	Churchill Contract Services Ltd	1884.67	Contract Cleaning
07-Aug-24	Cloudy Group Ltd	1099.80	IT support
07-Aug-24	Cloudy Group Ltd	204.00	IT support
14-Aug-24	Cloudy Group Ltd	2724.81	IT support
01-Aug-24	Club Manager Ltd	106.80	Monthly gym support
14-Aug-24	CoolerAid Ltd	123.36	Bootled water
20-Aug-24	Ecotricity	63.59	Gas supply Coro H July24
20-Aug-24	Ecotricity	66.58	Electric supply-Chap H July24
20-Aug-24	Ecotricity	323.97	Gas supply WPLC July24
20-Aug-24	Ecotricity	154.17	Gas supply Chapel H July24
20-Aug-24	Ecotricity	1179.30	Electric supply OC July24
28-Aug-24	Ecotricity	598.84	10/7/21-30/7/24 O/C Gas Supply
07-Aug-24	EDF Energy 1 Ltd	109.38	Electric supply-Clock
12-Aug-24	Epos Now Ltd D/D	30.00	Monthly till support
08-Aug-24	Eventu	50.00	Monthly projector hire
14-Aug-24	Eventu	300.00	6x monthly projector hire
22-Aug-24	Eventu	50.00	Monthly projector hire
09-Aug-24	Global 4 Communications	1138.53	Phone/Mobile-July24
14-Aug-24	Go2Dave Ltd	310.50	Staff uniform-Oakwood
22-Aug-24	HMRC Cumbernauld	17607.43	Employee & 'er deducted from pay
30-Aug-24	Information Commissioner's Off	35.00	GDPR annual data protection fee
22-Aug-24	Lantec Security Ltd	73.16	Repair Oakwood flush door
27-Aug-24	Les Mills Fitness UK Ltd	224.57	Individual live gym program
14-Aug-24	Lloyds Bank D/D	326.39	Monthly cardnet fees-Jul24
14-Aug-24	Lyreco UK Ltd	105.07	Stationery supplies
16-Aug-24	Merchant Rentals Ltd	19.50	Monthly cardnet machine rental
16-Aug-24	Merchant Rentals Ltd	19.50	Monthly cardnet Machine rental
07-Aug-24	PHS Group	39.79	Qtrly Hygiene disposal
08-Aug-24	PHS Group	538.20	Qtrly dust mat hire
14-Aug-24	PHS Group	499.91	Sanitary/Hygiene disposal
07-Aug-24	PPL PRS Ltd	1329.52	Music Licence-Oakwood
22-Aug-24	Prudential	300	AVC deducted from pay
07-Aug-24	R.E.S. Systems Ltd	600.00	6 Monthly fire/alarm test
22-Aug-24	R.E.S. Systems Ltd	360.00	6 Monthly fire/alarm test
22-Aug-24	SAS Land Services Ltd	5700.00	Excavator/dumper hire
06-Aug-24	SecureHeat	250.20	Monthly electric service-Aug24
22-Aug-24	Select Environmental Services Ltd	1153.89	Refuse collection
09-Aug-24	SGW Payroll Ltd	157.82	Monthly payroll sevice -Jul24
28-Aug-24	Siemens Financial Services	1236.62	Monthly gym equip hire-Aug24
14-Aug-24	SLCC Enterprises Ltd	144.00	Staff training-Carbon leteracy
22-Aug-24	Spot on Fitness Ltd	300.00	WPLC pilates class
22-Aug-24	SSE Energy Supply Ltd	242.23	Electric supply-Street columns
07-Aug-24	Technical Surfaces Ltd	399.00	3G pitch matchfir plus

07-Aug-24	Technical Surfaces Ltd	534.00	3G bags of rubber infill
08-Aug-24	Thames Valley Water Services Ltd	288.00	Monthly water temp checks
22-Aug-24	The Berkshire Pension Fund	22466.23	Employee & 'er deducted from pay
14-Aug-24	Trade UK - Screwfix	383.90	Building supplies
09-Aug-24	Universal Services	120.00	Service of trampolines
08-Aug-24	Windowflowers Ltd	6249.60	Gardening service/supplies WTCP
01-Aug-24	Wokingham BC - Rates	2812.00	Rates-WPLC Aug24
01-Aug-24	Wokingham BC - Rates	421.00	Rates-Coro H Aug24
01-Aug-24	Wokingham BC - Rates	190.00	Rates-Chapel H Aug24
01-Aug-24	Wokingham BC - Rates	1291.00	Rates-O/C Aug24
14-Aug-24	Zapkam Ltd	492.98	Staff uniform-WPLC

Total Payments 90892.05

CLERKS IMPREST A/C

List of Payments made between 01/08/2024 and 31/08/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
01-Aug-24	(Personal Information)	330.00	Staff train-Docklands Media
02-Aug-24	(Personal Information)	200.00	Refund deposit
06-Aug-24	(Personal Information)	50.00	Refund deposit
09-Aug-24	(Personal Information)	200.00	Refund deposit
09-Aug-24	(Personal Information)	15.00	Refund key deposit
09-Aug-24	(Personal Information)	200.00	Refund deposit
20-Aug-24	(Personal Information)	200.00	Refund deposit
20-Aug-24	(Personal Information)	30.00	Refund key deposit
20-Aug-24	(Personal Information)	75.00	Refund deposit
21-Aug-24	(Personal Information)	180.00	Refund deposit
21-Aug-24	(Personal Information)	200.00	Refund deposit
21-Aug-24	(Personal Information)	200.00	Refund deposit
22-Aug-24	(Personal Information)	6.00	Refund WPLC course
23-Aug-24	(Personal Information)	30.00	Refund key deposit
23-Aug-24	(Personal Information)	15.00	Refund key deposit
05-Aug-24	Amazon Business Account	26.98	Gas strut springs
08-Aug-24	Amazon Business Account	69.80	Clothing fabric repair patches
13-Aug-24	Amazon Business Account	84.95	Kraft ripple paper cups
13-Aug-24	Amazon Business Account	6.22	Carb spray cleaner
13-Aug-24	Amazon Business Account	16.12	White sugar sachets
13-Aug-24	Amazon Business Account	27.88	Torch spark plugs
14-Aug-24	Amazon Business Account	26.00	Universal car bulb kit
15-Aug-24	Amazon Business Account	21.65	Contour gauge tool
15-Aug-24	Amazon Business Account	93.68	Paper towel dispensers
15-Aug-24	Amazon Business Account	56.64	Vinyl floor tiles
15-Aug-24	Amazon Business Account	56.65	Vinyl floor tiles
15-Aug-24	Amazon Business Account	31.23	Paper towel dispensers
19-Aug-24	Amazon Business Account	159.79	Metal tree guard works
21-Aug-24	Amazon Business Account	134.28	4 Pack outdoor floodlights
21-Aug-24	Amazon Business Account	134.28	4 pack outdoor floodlights
23-Aug-24	Amazon Business Account	34.90	4 Gang socket to 16a plug
23-Aug-24	Amazon Business Account	49.45	16 amp to 4 gang socket lead
23-Aug-24	Amazon Business Account	21.95	6x 13 amp fused plugs
23-Aug-24	Amazon Business Account	44.90	4 Gang sockey to 16A plug
27-Aug-24	Amazon Business Account	27.00	Snap A4 frames
30-Aug-24	Amazon Business Account	44.95	Round waste paper bin
30-Aug-24	Amazon Business Account	45.45	Waterproof waterlabels
09-Aug-24	Berkshire KFA	75.00	Refund deposit
16-Aug-24	Chew Valley Trees	429.00	Garden supplies
22-Aug-24	FTH Hire Group	4100.26	Concrete crusher hire
16-Aug-24	Irrigation On-Line	13.68	4x Hunter Adjust keys
22-Aug-24	JJ Martin (Catering Appliance	4846.76	Dishwasher/fridge/oven
28-Aug-24	Lloyds Bank	58379.98	Net August 2024 payroll
08-Aug-24	Lloyds Bank D/D	13.98	Imprest 10 Jun-9 Jul 24 fees
01-Aug-24	PETTY CASH A/C	209.26	Topup petty cash
21-Aug-24	The Barbados Association	200.00	Refund deposit

Total Payments 71413.67

Woodley Town Council**Current Account****List of Payments made between 01/09/2024 and 30/09/2024**

Date Paid	Payee Name	Amount Paid	Transaction Detail
12-Sep-24	(Personal Information)	50.00	Busking-Sat Mkt
12-Sep-24	(Personal Information)	550.00	WTCP-Sat Mkt Mgr
26-Sep-24	Alan Hadley Ltd	462.00	Refuse collection
30-Sep-24	Beyond First Aid	180.00	First Aid cover
26-Sep-24	Blandy & Blandy LLP	78.00	Professional charges vat only
19-Sep-24	Bowak Ltd	1,146.98	Cleaning supplies
12-Sep-24	Brake Bros Foodservice Ltd	1,685.72	Vending supplies
19-Sep-24	Brake Bros Foodservice Ltd	360.55	Vending supplies
26-Sep-24	Brake Bros Foodservice Ltd	643.73	Vending supplies
12-Sep-24	Castle Water	5,585.30	Water rates
18-Sep-24	Castle Water Ltd	15.45	Water rates-Toilet
30-Sep-24	CDK Casting Ltd	121.80	Bronze plaque
26-Sep-24	Churchill Contract Services Ltd	1,884.67	Contract cleaning
12-Sep-24	Circus Scene	350.00	WTCP-Gifts from Santa
30-Sep-24	Circus Scene	1,500.00	Halloween decorations
19-Sep-24	Cloudy Group Ltd	1,154.45	IT Support
30-Sep-24	Cloudy Group Ltd	159.60	Dell 24" monitor
02-Sep-24	Club Manager Ltd	106.80	Gym clubmgr monthly fee
26-Sep-24	CoolerAid Ltd	43.18	Bottled water
26-Sep-24	DCK Accounting Solutions Ltd	945.00	Yearend 23/24 a/c report
12-Sep-24	Drain Surgeons UK Ltd	276.00	Empty cesspit-Depot
30-Sep-24	Earth Anchors Ltd	85.14	Black bin sacks
17-Sep-24	Ecotricity	3.75	Gas supply-Chap H Jul-Aug24
20-Sep-24	Ecotricity	238.72	Gas supply-Oakwood Aug24
20-Sep-24	Ecotricity	50.82	Elec supply-Chapel H Aug24
20-Sep-24	Ecotricity	1,145.34	Elec supply-Oakwood Aug24
23-Sep-24	Ecotricity	66.63	Elec supply-Depot Aug24
23-Sep-24	Ecotricity	36.36	Gas supply-Coro H Aug24
12-Sep-24	EDF Energy 1 Ltd	118.80	Electric supply-Clock
12-Sep-24	Epos Now Ltd D/D	30.00	Monthly till support
19-Sep-24	Ethos Communications Solutions Ltd	89.98	Print/copy-WPLC May-Aug24
10-Sep-24	Global 4 Communications	1,176.52	Phone/Mobiles-Aug24
19-Sep-24	Henry Street Garden Centre	103.07	Gardening supplies
26-Sep-24	Hicks Holdings	528.38	MOT/service vehicle
24-Sep-24	HMRC Cumbernauld	16,775.41	Employee & 'er deducted from pay
19-Sep-24	IBS Office Solutions Ltd	118.73	O/C Print/copy May-Aug24
26-Sep-24	J P Lennard Ltd	226.99	Shuttlecock/net
27-Sep-24	Les Mills Fitness UK Ltd	224.57	Live program-Coach
03-Sep-24	Lloyds Bank D/D	43.21	Current a/c 10/7 to 9/8/24
13-Sep-24	Lloyds Bank D/D	495.45	Cardnet monthly fees
26-Sep-24	Lyreco UK Ltd	70.38	Stationery supplies
05-Sep-24	Mailcoms Ltd D/D	264.00	Mailcare franking machine
26-Sep-24	Mainland Aggregates Ltd	1,063.20	Cotswold self bind gravel
30-Sep-24	Mark Harrod Ltd	346.03	4mm white braided nets
12-Sep-24	MBF Commercial Ltd	53,445.50	Oakwood toilet refurbishment
16-Sep-24	Merchant Rentals Ltd	19.50	Cardnet Mach rental
16-Sep-24	Merchant Rentals Ltd	19.50	Cardnet Mach rental
26-Sep-24	Ornamental Trees Ltd	2,278.02	Gardening supplies
12-Sep-24	PHS Group	111.77	Hygiene/Sanitary-Aug24-Jan25
26-Sep-24	PHS Group	938.66	Hygiene/Sanitary-Aug24-Jan25
30-Sep-24	PHS Group	80.64	Air fresheners
19-Sep-24	Pitney Bowes Ltd	53.00	Postage topup-Sep24
19-Sep-24	PKF Littlejohn LLP	3,024.00	2023/2024 WTC accounts audit
26-Sep-24	Portable Space Ltd	3,259.20	One trip container-Depot
24-Sep-24	Prudential	300.00	AVC deducted from pay
02-Sep-24	Public Works Loan Board	5,874.06	PW505314 Capital/Interest
30-Sep-24	Public Works Loan Board	69,298.08	Capital - Interest
19-Sep-24	R.E.S. Systems Ltd	480.00	6 Monthly fire alarm test
19-Sep-24	Royal Mail Group Ltd	948.95	News letter delivery
19-Sep-24	SAS Land Services Ltd	4,152.00	Excavator/dumper hire
05-Sep-24	SecureHeat	250.20	Boiler service-Sept24

26-Sep-24	Select Environmental Services Ltd	944.64	Refuse collection
13-Sep-24	SGW Payroll Ltd	153.74	Monthly payroll fee-Aug24
30-Sep-24	Siemens Financial Services	1,236.62	Monthly gym equip hire
19-Sep-24	Spot on Fitness Ltd	150.00	Pilates class cover
19-Sep-24	SSE Energy Supply Ltd	242.23	Electric supply-Street lights
30-Sep-24	Technical Surfaces Ltd	399.00	3G Match fit plus
12-Sep-24	Thames Valley Water Services Ltd	240.00	Monthly water checks
24-Sep-24	The Berkshire Pension Fund	22,043.97	Employee & 'er deducted from pay
26-Sep-24	The Windsor Forest Colleges Group	1,185.00	H&S Staff training
19-Sep-24	Trade UK - Screwfix	555.60	Building supplies
12-Sep-24	Tudor Environmental	779.44	Gardening supplies
02-Sep-24	TV Licensing	169.50	WPLC TV licence 2024/2025
26-Sep-24	Twyford Tractors	2,620.03	Supply/fit 2x tyres/service cassette
19-Sep-24	Unipar Services LLP	455.40	Service/labour charge-battery
02-Sep-24	Wokingham BC - Rates	2,812.00	Rates-WPLC
02-Sep-24	Wokingham BC - Rates	421.00	Rates-Coro Hall
02-Sep-24	Wokingham BC - Rates	190.00	Rates-Chapel Hall
02-Sep-24	Wokingham BC - Rates	1,291.00	Rates-Oakwood
26-Sep-24	WoodBlocx	2,605.99	Ground spike/liner
Total Payments		223,628.95	

CLERKS IMPREST A/C

List of Payments made between 01/09/2024 and 30/09/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
12-Sep-24	(Personal Information)	75.00	Refund deposit
12-Sep-24	(Personal Information)	100.00	Refund WPLC course
12-Sep-24	(Personal Information)	200.00	Refund deposit
12-Sep-24	(Personal Information)	100.00	Refund deposit
12-Sep-24	(Personal Information)	200.00	Refund deposit
30-Sep-24	(Personal Information)	75.00	Refund deposit
30-Sep-24	(Personal Information)	200.00	Refund deposit
30-Sep-24	(Personal Information)	135.00	Refund WPLC course
02-Sep-24	Amazon Business Account	90.81	Toilet signs-Oakwood
03-Sep-24	Amazon Business Account	18.97	Security mail box lock
06-Sep-24	Amazon Business Account	99.36	Heavy duty refuse sacks
10-Sep-24	Amazon Business Account	14.74	Digital thermometer
10-Sep-24	Amazon Business Account	11.95	Duct tape silver
11-Sep-24	Amazon Business Account	194.70	Greenhouse bubble wrap
12-Sep-24	Amazon Business Account	50.59	25 Ltr plastic jerry cans
16-Sep-24	Amazon Business Account	11.98	Security mailbox lock
17-Sep-24	Amazon Business Account	63.98	Toilet chemical blue liquid
17-Sep-24	Amazon Business Account	67.65	Tool kit box-tools
17-Sep-24	Amazon Business Account	135.31	Hand tool box-tools
19-Sep-24	Amazon Business Account	14.29	Paint fliter funnels
19-Sep-24	Amazon Business Account	18.98	Multi plug extension
19-Sep-24	Amazon Business Account	30.98	Jockey wheel/clamp
19-Sep-24	Amazon Business Account	13.46	Clear double-sided tape
19-Sep-24	Amazon Business Account	14.48	Paint strainers nylon mesh
20-Sep-24	Amazon Business Account	25.90	Febreze Ambi Pur plug-in
20-Sep-24	Amazon Business Account	17.99	Air freshener refills
20-Sep-24	Amazon Business Account	5.99	Slim barrel pens
20-Sep-24	Carbeth Plants Ltd	116.49	Christmas Tree-WPLC
17-Sep-24	Elegant Event Essentials Ltd	201.12	Polyester table cloths
19-Sep-24	Fuel/Petrol Petty cash	98.23	Petrol petty cash topup
09-Sep-24	J. Parker Dutch Bulbs (Wholesa	389.23	Various plants
25-Sep-24	Lloyds Bank	56,247.21	Net Sept 24-Payroll
13-Sep-24	Lloyds Bank D/D	15.08	Imprest a/c 10/7 to 9/8/24
12-Sep-24	Optimum Ocoustics Ltd	3,954.00	O/C Acoustic panels
20-Sep-24	Promain UK Limited	583.14	Thermoplastic LM tape
16-Sep-24	Turfleet Hire	1,956.00	Hire mete-matic dresser
12-Sep-24	Woodley Cricket Club	140.00	Refund WPLC course
Total Payments		65,687.61	

Woodley Town Council
Current Account
List of Payments made between 01/10/2024 and 31/10/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
10-Oct-24	(Personal Information)	440.00	Monthly WTCP Mkt Mgr
17-Oct-24	(Personal Information)	150.00	Drainage repair
23-Oct-24	(Personal Information)	300.00	Routine pest control
10-Oct-24	4 Minutes Training Ltd	720.00	First Aid training
17-Oct-24	AGA Print Ltd	85.20	Poster/Banner
23-Oct-24	AGA Print Ltd	379.98	Poster/Banner
17-Oct-24	Airquee Ltd	383.76	Service-Bouncy castle
10-Oct-24	Alan Hadley Ltd	462.00	Refuse collection
10-Oct-24	Ben Burgess & Co Ltd	3,126.00	Scarifier/Denise brush
17-Oct-24	Bowak Ltd	324.79	Cleaning supplies
23-Oct-24	Bowak Ltd	278.62	Cleaning supplies
10-Oct-24	Brake Bros Foodservice Ltd	445.75	Vending supplies
23-Oct-24	Brake Bros Foodservice Ltd	125.21	Vending supplies
23-Oct-24	Brewers Decorator Centres	1,123.78	Decorating supplies
17-Oct-24	Brown Bag Cafe Ltd	313.92	Final Catering service fee
10-Oct-24	Castle Water	3,393.86	Water rates-Sep24
17-Oct-24	Castle Water Ltd	14.95	Water rates-Sep24 TC tap
02-Oct-24	CF Corporate Finance Ltd	166.32	Qtrly WPLC photocopier rental
17-Oct-24	Charles and Ivy Ltd	2,103.75	Extra large planters
23-Oct-24	Churchill Contract Services Ltd	1,884.67	Contract Cleaning
17-Oct-24	Circus Scene	125.00	Christmas poster
17-Oct-24	Cloudy Group Ltd	1,154.45	IT support
02-Oct-24	Club Manager Ltd	106.80	Monthly gym support
23-Oct-24	CoolerAid Ltd	12.34	Bottled water
17-Oct-24	DCK Accounting Solutions Ltd	558.00	VAT partial exempt 23/24
01-Oct-24	Ecotricity	326.04	Gas supply-WPLC-Aug24
21-Oct-24	Ecotricity	7,954.46	Electric supply-to 7Oct24 WPLC
21-Oct-24	Ecotricity	1,210.88	Electric supply-Sep24 Oakwood
21-Oct-24	Ecotricity	63.69	Electric supply Sep24 Chapel H
21-Oct-24	Ecotricity	432.58	Electric supply-Sep24 Depot
21-Oct-24	Ecotricity	595.68	Gas supply-Sep24 Oakwood
21-Oct-24	Ecotricity	326.59	Gas supply-Sep24 WPLC
21-Oct-24	Ecotricity	147.23	Gas supply-Sep24 Coro H
22-Oct-24	Ecotricity	587.03	CR Elec sup 1May-1Sep24 Coro H
30-Oct-24	Ecotricity	206.83	Gas supply-to 1 Oct24 Chapel H
10-Oct-24	Epos Now Ltd D/D	30.00	WPLC monthly till support
23-Oct-24	Eventu	50.00	Monthly projector hire
17-Oct-24	Fenland Leisure Products Ltd	206.80	Zip wire plastic seat
23-Oct-24	Fresh Berkshire Ltd	2,291.06	Oven repair/Counter area works
17-Oct-24	Future Print Leeds Limited	277.80	Purchase Order books
09-Oct-24	Global 4 Communications	1,175.78	Phone/Mobile-Sep24
10-Oct-24	Hamblin Watermains	1,176.00	Repair works - WPLC
21-Oct-24	HMRC Cumbernauld	17,514.01	Employee & 'er deducted from pay
23-Oct-24	Imperial Laundry Services Ltd	160.00	Laundry table cloths
23-Oct-24	Keep Mobile	2,645.00	Grant-WTC
28-Oct-24	Les Mills Fitness UK Ltd	224.57	Monthly-Gym live program
23-Oct-24	Link Visiting Scheme	750.00	Grant-WTC
01-Oct-24	Lloyds Bank D/D	41.49	Current-Bank fee 10Aug-9Sept24
14-Oct-24	Lloyds Bank D/D	269.33	Cardnet fees-Sept24
29-Oct-24	Lloyds Bank D/D	85.46	Current a/c 10Sep-9Oct24 fees
23-Oct-24	Lyreco UK Ltd	72.00	Stationery supplies
23-Oct-24	Mark Harrod Ltd	2,242.99	3G pitch netting
15-Oct-24	Merchant Rentals Ltd	19.50	Cardnet Mach rent Oct24
15-Oct-24	Merchant Rentals Ltd	19.50	Cardnet Mach rent-Oct24
10-Oct-24	PPL PRS Ltd	850.17	Music licence
21-Oct-24	Prudential	300.00	AVC deducted from pay
01-Oct-24	Public Works Loan Board	6,676.72	Public Works Loan Board
23-Oct-24	Readibus	7,105.00	Grant-WTC
23-Oct-24	Reading Community Energy Soc Ltd	1,464.27	Electric supply-Sep24 qtrly solar
04-Oct-24	SecureHeat	250.20	Monthly electric service
07-Oct-24	SGW Payroll Ltd	149.66	Monthly payroll fee-Sept24
29-Oct-24	Siemens Financial Services	1,236.62	Gym equip hire-Nov-Dec 24
23-Oct-24	Spot on Fitness Ltd	300.00	WPLC pilates class
17-Oct-24	SSE Energy Supply Ltd	234.44	Electric supply-Sep24 Street lights
23-Oct-24	Thames Valley Water Services Ltd	852.00	Monthly water temp checks
21-Oct-24	The Berkshire Pension Fund	22,607.71	Employee & 'er deducted from pay

23-Oct-24	The Wokingham Volunteer Centre	500.00	Grant-WTC
17-Oct-24	Trade UK - Screwfix	3,623.29	Building supplies
17-Oct-24	Travis Perkins Trading Co	273.62	Building supplies
17-Oct-24	Tudor Environmental	1,027.52	Garden supplies
01-Oct-24	Wokingham BC - Rates	2,812.00	Rates-WPLC Oct24
01-Oct-24	Wokingham BC - Rates	421.00	Rates-Coro H Oct24
01-Oct-24	Wokingham BC - Rates	190.00	Rates Chapel H Oct24
01-Oct-24	Wokingham BC - Rates	1,291.00	Rates-OC Oct24
23-Oct-24	Wokingham-Citizens Advice	4,000.00	Grant-WTC

Total Payments 115,446.67

CLERKS IMPREST A/C

List of Payments made between 01/10/2024 and 31/10/2024

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Oct-24	(Personal Information)	200.00	Refund deposit
04-Oct-24	(Personal Information)	200.00	Refund deposit
04-Oct-24	(Personal Information)	50.00	Refund deposit
04-Oct-24	(Personal Information)	75.00	Refund deposit
04-Oct-24	(Personal Information)	200.00	Refund deposit
07-Oct-24	(Personal Information)	20.00	Refund key deposit
07-Oct-24	(Personal Information)	200.00	Refund deposit
07-Oct-24	(Personal Information)	200.00	Refund deposit
14-Oct-24	(Personal Information)	30.00	Refund key deposit
14-Oct-24	(Personal Information)	200.00	Refund deposit
18-Oct-24	(Personal Information)	150.00	Refund deposit
21-Oct-24	(Personal Information)	200.00	Refund deposit
21-Oct-24	(Personal Information)	75.00	Refund deposit
28-Oct-24	(Personal Information)	50.00	Refund deposit
31-Oct-24	(Personal Information)	200.00	Refund deposit
31-Oct-24	(Personal Information)	15.00	Refund key deposit
18-Oct-24	Adobe Systems Software Ireland	198.96	Acobat Pro Oct24-Oct25
21-Oct-24	Adobe Systems Software Ireland	656.21	Creative cloud-Oct24-Oct25
02-Oct-24	Amazon Business Account	20.15	Vending supplies
02-Oct-24	Amazon Business Account	15.90	Vending supplies
08-Oct-24	Amazon Business Account	13.97	Acrylic sign holders
10-Oct-24	Amazon Business Account	18.40	600g Fire extinguisher
10-Oct-24	Amazon Business Account	42.99	Round fence posts
10-Oct-24	Amazon Business Account	6.99	25mm Coach screws
10-Oct-24	Amazon Business Account	6.99	25mm coach screws
10-Oct-24	Amazon Business Account	6.99	25mm Coach screws
10-Oct-24	Amazon Business Account	50.49	Samurai garden shears
10-Oct-24	Amazon Business Account	41.66	Glow in the dark paint
10-Oct-24	Amazon Business Account	12.98	Door stop x6
10-Oct-24	Amazon Business Account	129.36	15m flexible lawn edging
10-Oct-24	Amazon Business Account	6.99	25mm Coach screws
10-Oct-24	Amazon Business Account	27.95	25mm Coach screws
10-Oct-24	Amazon Business Account	194.04	15m Flexible garden edging
11-Oct-24	Amazon Business Account	14.48	6x 13amp fused plugs
14-Oct-24	Amazon Business Account	115.35	3x Red coloumn hedging plants
17-Oct-24	Amazon Business Account	37.95	Unisex Wellington boots
21-Oct-24	Amazon Business Account	5.96	B/W Hazard warning tape
22-Oct-24	Amazon Business Account	129.99	Cordless Vacuum cleaner
23-Oct-24	Amazon Business Account	35.99	Halloween skeleton
24-Oct-24	Amazon Business Account	42.70	8oz paper cups
25-Oct-24	Amazon Business Account	28.85	100x Curtain track gliders
31-Oct-24	Amazon Business Account	16.99	Mirror window film
31-Oct-24	Amazon Business Account	42.70	8oz paper cups
15-Oct-24	Canva	99.99	Canva Pro-Oct24-Oct25
24-Oct-24	Canva	99.99	Subscription fee Oct24-Oct25
25-Oct-24	Etsy Ireland UC	31.14	King Charles poster
21-Oct-24	Hampshire Flag Company	232.00	National flag
23-Oct-24	Lloyds Bank	56,394.02	Oct 24 - net payroll
11-Oct-24	Lloyds Bank D/D	13.60	Imprest-Bank fee 10Aug-9Sep24
24-Oct-24	PETTY CASH A/C	194.72	Topup petty cash
25-Oct-24	Wdly Central WI	75.00	Refund deposit
10-Oct-24	Woodley & Earley	200.00	Refund deposit
24-Oct-24	Yehlex UK	797.50	Shuttlecocks-Club grade

Total Payments 62,124.94

STANDING ORDERS – RECOMMENDED CHANGES

Issue Reference (provided in agenda)	Recommended Change	
	Standing Order	Recommended Wording (wording in red is new)
Issue 1	9.8. SUBSTITUTE MEMBERS	a. Where stipulated in the relevant committee's terms of reference, a 'substitute' member may be formally appointed to a committee. Substitute members may stand in for another appointed member at a meeting should they be unavailable. b. Following appointments to the relevant committee, a vote should take place to determine which appointed member will be the named substitute. A member is permitted to indicate if it is their preference to be named as the substitute member.
Issue 3	20.7. BEHAVIOUR	a. Woodley Town Council has adopted the LGA Model Councillor Code of Conduct (see Appendix X). Should the Model Code be updated, the latest version will be deemed to be the version adopted by the Council. Updated versions will be circulated to all Councillors. Councillors must adhere to this Code.
Issue 4	19.3.3. 13.3.1. a	c. Councillors may ask a question, or seek a clarification or update on any matter mentioned in the relevant Standing Committee minutes. These will be treated as non-statutory questions (see SO 14.1)." iv. To receive the minutes of committees (see SO 19.4) and determine any recommendations from the committees (see SO 15).

FINANCIAL REGULATIONS

Version	Change	Created by	Approved	Review
1.1		Mathew Filmore	7 May 2024	
1.2	Update to incorporate NALC model regulations other minor amendments	Kevin Murray		

1. General

- a) These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- b) ~~The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.~~
- c) ~~The Council's accounting control systems must include measures:~~
- ~~• for the timely production of accounts~~
 - ~~• that provide for the safe and efficient safeguarding of public money~~
 - ~~• to prevent and detect inaccuracy and fraud and~~
 - ~~• identifying the duties of officers~~
- d) ~~At least once a year, before approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in line with proper practices.~~
- e) The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Finance Manager has been appointed as RFO for this Council and these regulations will apply accordingly.
- f) In the absence of the Finance Manager, the Town Clerk shall act as the RFO.
- g) Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- h) Members of Council are expected to follow the instructions within these regulations and not to entice employees to breach them. Failure to follow instructions within these regulations brings the office of councillor into disrepute.
- i) The Finance Manager:
- acts under the policy direction of the Council and the Strategy and Resources Committee
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the Council its accounting records and accounting control systems
 - ensures the accounting control systems are observed
 - ensures that the accounting records of the Council are maintained and kept up to date in accordance with proper practices
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources and

- produces financial management information as required by the Council.
- j) The accounting records determined by the Finance Manager shall be sufficient to show and explain the Council's transactions and to enable the Finance Manager to ensure that any income and expenditure account and statement of balances, or records of receipts and payment and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.
- k) The accounting records determined by the Finance Manager shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and those matters to which the income and expenditure or receipts and payments relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- l) The accounting control systems determined by the Finance Manager shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are submitted to the Council for approval having been approved by the Finance Manager and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- m) The Council is not empowered by these regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:**
- **setting the final budget or precept**
 - **approving accounting statements**
 - **approving an annual governance statement**
 - **borrowing**
 - **writing off bad debts**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations in any report from the internal or external auditors, shall be a matter for the Full Council only.**
- n) In addition the Council must determine and keep under regular review the bank mandate for all Council bank accounts.
- o) In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of the Audit Commission Act 1998 or any superseding legislation, and then in force, unless otherwise specified.
- p) In these financial regulations the term 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils – A Practitioners Guide (England) issued by the Joint Practitioners Advisory Group (JPAG) available from the websites of the National Association of Local Councils and the Society of Local Council Clerks.

- q) The Town Clerk shall be responsible for the accountability and control of staff and the security, custody and control of all other resources, including plant, buildings, materials, cash and stores appertaining to their consent, and shall also be responsible for the observance of the Council's Financial Regulations.

2. Annual Estimates (Budget) and Forward Planning

- a) **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- b) **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- c) Detailed estimates of all income and expenditure including the use of reserves and all sources of funding for the year shall be prepared each year by the Finance Manager in the form of a budget to be considered by the Council.
- d) Each committee shall formulate and submit to the Strategy and Resources Committee a programme of expenditure and income for the following financial year not later than the end of January/beginning of February each year.
- e) The Strategy and Resources Committee shall consider the uses of reserves and all sources of funding and the aggregate effect of these programmes and estimates upon the Council's financial resources and shall submit them to the Council for approval with a recommendation of the precept to be levied for the ensuing financial year. **The Finance Manager shall issue the precept to the billing authority no later than the end of February** and shall supply each Member with a copy of the approved budget.
- f) The annual budgets shall form the basis of financial control for the ensuing year.
- g) The Council shall consider the need for and shall have regard to a three year forecast of revenue and capital receipts and payments and operational impact which may be prepared at the same time as the annual budget.
- h) Contingencies
- i) Provision for salary and wages pay awards – there shall be included in the revenue budget such provision for salary and wages as may be considered necessary.
 - ii) Reserves – the Strategy and Resources Committee may approve expenditure from reserves on unforeseen items without reference to the Council.
 - iii) Delegation to the Town Clerk – there shall be delegated to the Town Clerk a special fund for carrying out emergency repairs subject to:
 - (1) being satisfied that the expenditure is necessary;
 - (2) there not being adequate provision within the specified detailed expenditure head concerned.
 - iv) Provision for inflation – there shall also be included in the revenue estimates a provision for inflation based on the best information available at the time.

3. Budgetary Control and Authority to Spend

- a) Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget.

The authority to be determined by:

- The Town Clerk for all items over £1,000
- Budget holding managers for items up to and including £1,000

Such authority is to be evidenced by a signed purchase order. Contracts may not be disaggregated to avoid controls imposed by these regulations.

- b) Expenditure may not be incurred which cannot be met from the amount provided within the net revenue budget of a committee or when it is likely to result in overspending in the year unless a request for a supplementary estimate has been submitted to the Strategy and Resources Committee. This regulation shall apply where such event would result in an increase in net cost of a committee's budget within the financial year. However, it is recognised that some costs are outside the control of the budget holder including, but not limited to, utility and repairs costs. It is the Council's practice to adjust these items of expenditure in the setting of revised estimates for the current year as part of the next year's budget setting process.
- c) The Strategy and Resources Committee shall be delegated to regulate and control the estimates of the spending committees during the financial year and to approve the spending committees' revised estimates for that year.
- d) Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Strategy and Resources Committee.
- e) The Town Clerk may incur expenditure on behalf of the Council, which is necessary to carry out repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. This is subject to a limit of £25,000, following consultation with the Leader of the Council and the Town Mayor. The Town Clerk shall report the action to the Council as soon as practicable thereafter.
- f) Where expenditure is incurred in accordance with 3e) above and the sum required cannot be met from savings made elsewhere within the committee's approved budget it shall be subject to the provisions of a supplementary estimate approved by the Strategy and Resources Committee or the Council.
- g) At each meeting of a budget holding committee the Finance Manager shall provide the committee with a summary of receipts and payments to date under each head of the budgets, comparing actual expenditure to the previous year's expenditure at the same point in the year and showing the percentage of the total budget spent or income received. Commentary on income and expenditure shall be provided and Members' attention drawn to any anticipated or actual increases in expenditure of 50% or more over the budget estimate for an item.
- h) Revenue savings may not be used to meet additional capital spending, nor any capital savings be used to meet additional revenue spending without the approval of Council.

- i) The Town Clerk shall maintain a Repairs and Renewals Fund and shall issue guidelines and advice as necessary.
- j) No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council has approved the necessary funds required, or the requisite borrowing approval has been obtained.
- k) All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.
- l) Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

4. Accounting and Audit (Internal and External)

- a) All accounting procedures and financial records of the Council shall be determined by the Finance Manager in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- b) The accounting records determined by the Finance Manager must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain;**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council.**
- c) The Finance Manager shall complete the annual financial statements, annual report and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- d) The Council shall ensure that there is adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices.**
- e) Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit** and shall, as directed by the Council, supply the Finance Manager, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- f) The internal auditor shall be appointed by the Strategy and Resources Committee and shall carry out the work required by the Council in accordance with proper practices.
- g) The Internal Auditor shall:
 - be competent and independent of the operations of the Council;

- report to the Strategy and Resources Committee or Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year;
 - demonstrate competence, objectivity and independence and be free from any actual or perceived conflicts of interest and have no involvement in the financial decision making, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- h) Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- i) For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- j) The Finance Manager shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by the Audit Commission Act 1998 and the Accounts and Audit Regulations, or any superseding legislation.
- k) The Finance Manager shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

5. Banking Arrangements

- a) The Council's banking arrangements, including the Bank Mandate, shall be made by the Finance Manager and approved by the Council. They shall be regularly reviewed for safety and efficiency.
- b) The Council will operate such bank or other accounts as it considers necessary and appropriate for the efficient conduct of its business.
- c) A current account shall be used for the payment of the Council's bills by cheque, direct debit, BACS and other orders drawn on this account and will require the signature **or digital authorisation, for example via email**, of two Members of Council, authorised as bank signatories by the Council, on the payment schedules presented by the Finance Manager.
- d) A deposit account shall be used to transfer funds to and from the current account and shall be carried out automatically by the bank. Signatories to this account are determined by Council.
- e) A third account shall be operated on an imprest basis and the maximum level of funds to be transferred from the deposit account to this imprest account in any one transfer shall be set by the Strategy and Resources Committee. Transfers require the signature **or digital authorisation, for example via email**, of two authorised members of Council. The imprest account shall be used primarily for the payment of salaries and related payments, payments required prior to invoice, refunding deposits or booking/course cancellations, purchase of items by a direct debit card and urgent payments. The signatories for payments from the imprest account are the Town Clerk,

the RFO, the Deputy Town Clerk, and the Leisure Services Manager and the Committee Officer. Two signatories are required to approve payments from this account.

- f) Bank reconciliations for all operating bank accounts shall be prepared by the Finance Manager as soon as practicable after the end of each month.

6. Authorisation of Payments

- a) All payments shall be effected by cheque, direct debit, BACS or other order drawn on the Council's bankers.
- b) All invoices for payment shall be examined, verified and certified by authorised officers who are budget managers. The officer shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. The officer shall also satisfy him/herself that the account has not been previously passed for payment and is a proper liability of the Council and then allocate expenditure to the appropriate budget expenditure heading.
- c) The Finance Manager shall examine invoices in relation to arithmetical accuracy. The Finance Manager shall take all steps to settle all invoices submitted within 30 days.
- d) At least twice monthly the Finance Manager shall collate, review and sign schedules of supplier cheque or BACS payments required, together with the relevant invoices and other supporting information. The Town Clerk will review and sign the schedule(s) in the RFO's absence.
- e) In the case of a schedule for cheque payments, authorisation will be indicated by the signature of two councillors who are authorised bank signatories on the face of the schedule(s) and by initialling invoices to indicate that the schedule has been agreed to the supporting documentation.
- f) Cheques drawn on the account in accordance with 6 d) shall be signed by two of the bank signatories authorised by Council.
- g) In the case of a schedule for BACS payments, authorisation will be indicated via email by two Council appointed bank signatories in accordance with 6d)
- h) Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- i) ~~Payments from the imprest account, with the accompanying information about those payments, will be presented to two signatories authorised by Council who will check the supporting documentation on payments made and anticipated expenditure before authorising a transfer of funds to the imprest account from the current account.~~ Payments from the Imprest account shall be authorised by the Town Clerk with a schedule of such payments presented to two signatories authorised by Council for information. Salaries shall be paid from the Imprest account and all required transfers of funds to the Imprest account from the deposit account

shall be approved by email by two signatories authorised by the Council. Debit card payments come from the Imprest account and the process for this is set out in Regulation 8.

- j) The Finance Manager may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Finance Manager with a claim for reimbursement.
- i) The Finance Manager shall maintain a petty cash float of up to £250 for the purpose of defraying operational and other expenses. Vouchers for the payments made from petty cash shall be kept to substantiate the payment.
 - (1) Income received must not be paid into the petty cash float but must be banked separately.
 - (2) Payments to maintain the petty cash shall be made from the Town Clerk's Imprest account and signed by two authorised officers.
 - (3) Petty cash floats at the Leisure Centre are maintained by the Finance Manager.
- k) If thought appropriate by the Council, payment for utility supplies (rates, energy, telephone and water) may be made by variable Direct Debit provided that the instructions are signed by two appointed bank signatories.
- l) All payments in each month from the Council's current and imprest accounts shall be provided to the Strategy and Resources Committee for ratification **noting**.

7. Instructions for the Making of Payments

- a) The Council will make safe and efficient arrangements for the making of its payments.
- b) Following authorisation under Financial Regulation 6 above, the Finance Manager shall give instruction that a payment shall be made.
- c) Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to the Strategy and Resources Committee shall be signed by two members of Council. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/ or permissible to be a signatory to the transaction in question.
- d) The Finance Manager shall take all possible steps to settle invoices within 30 days of the date on the invoice.
- e) Payments may be made by BACS or CHAPS processes provided that the instructions for each payment are signed by two authorised bank signatories, are retained and that payments made are presented to the Strategy and Resources Committee for noting.
- f) No employee shall disclose any pin or password relating to the working of the Council or its bank accounts to any person not authorised by the Council or a duly delegated committee.
- g) Regular back-up copies of the financial and other relevant records on any computer shall be made and shall be maintained off site.

- h) The Council shall ensure that anti virus, anti spyware and firewall software with automatic updates are installed and operating.
- i) Where BACs or any other internet banking arrangements are made with any bank, the Finance Manager shall be appointed as the service administrator and will prepare the payments for authorisation. Once authorised, one of either the Town Clerk, Deputy Town Clerk **or** Leisure Services Manager ~~or Committee Officer~~ will process the payments that have been duly authorised by two bank signatories,
- j) Access to any internet banking accounts will be directly to the Bank's home/access page - which must be saved under 'favourites' - and not through a search engine or email link. Saved passwords functions must not be used on any computer used for banking arrangements/payments. Any breach of this regulation will be treated as a serious matter.
- k) Changes to account details of suppliers which are used for internet banking may only be made after following the procedure of checking with the supplier by phone and requesting a confirmation by email. A hard copy of the newly amended account details will be signed by the Finance Manager. A programme of regular checks of suppliers' data will be followed.

8. Debit Card Payments

- a) Debit card payments from the imprest account are only made when it is not possible to pay by cheque or BACS, or where a saving to the Council can be made.
- b) The debit card is never to be used for anything other than proper business use.
- c) Two debit cards will be issued to Woodley Town Council, with the Town Clerk and the Finance Manager as the authorised signatories, and these are to be kept in a locked drawer at all times when not in use.
- d) Debit card payments for goods made by officers other than the Town Clerk or Finance Manager must be approved by the Town Clerk **or** Finance Manager. Approval will be shown by the Town Clerk / Finance Manager counter signing the purchase order for the expenditure.
- e) The limit for **normal** expenditure by debit card is set at £2,500 per month. **Where expenditure by debit card is required in excess of this in any month then this must be authorised by the Town Clerk.**
- f) Any expenditure by debit card is to be supported by a purchase order and invoice/receipt and authorised in the same way as other payments from the imprest account.
- g) The payments made by debit card from the imprest account are to be checked by the Finance Manager, included in the imprest payments list and in the list provided to the Strategy and Resources Committee for ratification.

9. Payment of Salaries

- a) **As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation.**
The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating; any necessary deductions will be made as required.
- b) Payment of salaries and payment of deductions from salary as required e.g. tax, National Insurance, pension contributions, union dues must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- c) All time records or other pay documents shall be certified as to accuracy by the individual's manager and retained by the Finance Manager.
- d) Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000, or other current legislation, or otherwise other than:
- by any councillor who can demonstrate a need to know
 - by the internal auditor
 - by the external auditor, or
 - by any person authorised under the Audit Commission Act 1998, or any superseding legislation
- e) All claims for payment of car allowance, subsistence allowances, travelling and incidental expenses shall be submitted, duly certified, in a form approved by the Town Clerk, except the Town Clerk's claims which shall be approved by the Leader of the Council.
- f) No changes shall be made to any employee's pay, emoluments or terms and conditions of employment without the approval of the Strategy and Resources Committee, apart from progression through the points of an employee's payscale which requires confirmation from an employee's line manager.
- g) Any termination payments shall be supported by a clear business case and reported confidentially to the Strategy and Resources Committee for approval.
- h) Payments to Members, including co-opted Members of the Council or its committees, who are entitled to claim travelling or other allowances, will be made by the Finance Manager upon receipt of the prescribed form duly completed. All claims for the financial year are to be submitted not less frequently than quarterly.
- i) The certification by an officer shall be taken to mean that the certifying officer is satisfied that the journeys were authorised, the expenses properly and necessarily incurred and that the allowances are properly payable by the Council.

10. Loans and Investments

- a) All investments of money under the control of the Council shall be in the name of the Council.

- b) All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. An application for borrowing approval and subsequent arrangements for the loan shall only be approved by Full Council.
- c) Matters relating to Council investments and treasury management are set out in the Council's Treasury Management Strategy and reviewed annually by Full Council.
- d) All investment certificates and other documents relating thereto shall be retained in the custody of the Finance Manager, apart from the Council's investment portfolio, managed by the Council's appointed investment management professionals, who hold such documents and certificates on the Council's behalf.

11. Transfer of Funds

- a) The Town Clerk shall be authorised to make short-term investments of the maximum sum in one transaction, as set out in the Council's Treasury Management Strategy, at any one time in financial institutions approved by the Council. All other transfers shall be authorised by Members as approved by the Council.

12. Income

- a) The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Finance Manager.
- b) The Council will agree all fees and charges annually, following a report of the Town Clerk.
- c) Any sums found to be irrecoverable and any bad debts shall be reported to the Strategy and Resources Committee. Strategy and Resources Committee may recommend that the Council write-off any amount due to be paid to the Council.
- d) All sums received on behalf of the Council shall be banked intact as directed by the Finance Manager. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Finance Manager considers necessary.
- e) Personal cheques shall not be cashed out of money held on behalf of the Council.
- f) The Finance Manager shall ensure that VAT Returns are promptly submitted and that any repayment claims are made and received. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- g) VAT payable on charges for services will be applied on advice from the Council's accountants and must be authorised by the Finance Manager.

- h) Where any significant sums of cash are regularly received by the Council, more than one person will be present when the cash is counted in the first instance, and the Finance Manager will ensure that appropriate care is taken in the security and safety of individuals banking such cash.
- i) The Town Council is permitted to sell any excess electricity generated by its solar panels back to our supplier under the incidental power in section 111 of the 1972 Act to reduce the liability to the supplier.

13. Orders for Work, Goods and Services

- a) A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate eg for services provided under a contract agreement. ~~Copies of orders shall be retained.~~ **Copies of purchase orders will be retained for Council records, either digitally or in hard copy as appropriate.**
- b) Order books shall be controlled by the Finance Manager.
- c) All Members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure, as far as reasonable and practicable, that the best available terms are obtained in respect of each transaction. If the order is for under £3,000 the officer shall satisfy him/herself that the Council is receiving the best value for money. Suppliers and services will be reviewed on a regular basis for cost efficiency.
- d) Any purchase order over £1,000 must be approved by the Town Clerk.
- e) The Town Clerk is responsible for ensuring purchases made by the Council are lawful.

14. Contracts

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (v) below:
 - i) for the supply of gas, electricity, water, sewerage, IT and telephone services;
 - ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v) for goods or materials proposed to be purchased which are specialist or proprietary articles and/or are only sold at a fixed price.
- ~~b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the regulations") which is valued at £30,000 (including VAT) or more, the Council shall comply with the relevant~~

requirements of the Regulations. Procurement is a niche area, and the Council may need to take specialist advice when dealing with procurement matters.

- ~~c) The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the World Trade Organisation's Government Procurement Agreement (GPA) (which may change from time to time). As at 1 January 2024, these thresholds are:~~

Type of contract	Threshold
Public Works Contracts (construction)	£5,372,609
Public Goods / Services Contracts	£214,904

- ~~d) Very few contracts awarded by the Council will exceed the thresholds above, and any that do will be detailed and complex. If the Council were to consider such a high value contract, it is likely the Council would require technical and or legal advice from those who specialise in public procurement. Set out below is a very brief overview of the full requirement of the 2015 Regulations where they apply.~~

- ~~• Procurement must take one of five forms; the open procedure, the restricted procedure, competitive dialogue, the innovations partnership procedure, and competitive procedure with negotiation;~~
- ~~• Accelerated forms of the open procedure and competitive procedure with negotiation and the restricted procedure in situations of urgency that a local council can duly substantiate;~~
- ~~• There is a pre-qualification stage;~~
- ~~• Councils will need to comply with the requirements in respect of tenders;~~
- ~~• Contracts should be awarded on the "most economically advantageous tender (Regulation 67);~~
- ~~• Contracts can be varied without going through a new procurement exercise in specific situations (Regulation 72); and~~
- ~~• Contracts should be advertised on the Find a Tender / Contracts Finder website (Regulation 106).~~

- b) For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

- c) Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:**

- i) For contracts estimated to exceed £60,000 including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.**

ii) For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embedded in a recommendation to the Strategy and Resources Committee or the Council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk and sent by post. Each tendering firm shall mark the envelope with the words "Tender Submission" and the tenders are to remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 23.1.c and shall refer to the terms of the Bribery Act 2010.
- h) ~~When it is to enter into a contract of less than £25,000 (excluding VAT) in value for the supply of goods or materials or for the execution of works or specialist services, other than contracts relating to items as set out in 14 a),~~ For contracts greater than £3,000 (excluding VAT) the appropriate budget holder shall obtain 3 quotations. Where it is not possible to obtain three quotations, then where the value is below £3,000 and above £1,000, the appropriate budget holder shall proceed in line with Regulation 13 c), and where the value is over £3,000 the Town Clerk or Finance Manager is authorised to accept the quote.
- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate. However, a tender other than the lowest tender, if payment is to be made by the Council, or the highest, if payment is to be received by the Council, shall not be accepted until the Strategy & Resources Committee has considered a written report from the Town Clerk.
- j) Should it occur that the Council, or duly elected committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, providing that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was undertaken.
- k) Any tender submitted in competition received after the specified time shall be returned promptly to the tenderer by the Town Clerk. The tender may be opened to ascertain the name of the tenderer but no details of the tender shall be disclosed. A later tender may be considered when the Town Clerk is satisfied that there is evidence of posting in time for delivery by the due date in the normal course of post and the other tenders have not been opened.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- l) Where examination of tenders reveals errors or discrepancies which would affect the tender figures in an otherwise successful tender, the tenderer is to be given details of such errors and discrepancies and afforded an opportunity of withdrawing or confirming the offer.
- m) If the tenderer withdraws, the next tender in competitive order is to be examined and dealt with in the same way. Any exception to this procedure may be authorised only by, and on behalf of, the committee concerned, after consideration of a report by the Town Clerk.
- n) The Town Clerk is authorised to accept tenders, providing tenders are within the budget provision.
- o) All contracts shall be in writing and shall specify:
 - i) the work, materials, matters or things to be furnished, had or done, including any appropriate technical specification(s);
 - ii) the price to be paid with a statement of discounts or other deductions;
 - iii) the time, or times, within which the contract is to be performed.

No work shall commence until the Town Clerk is satisfied that any necessary contract documents have been completed in a form approved by him/her.

- p) It shall be a condition of the engagement of the services of any architect, engineer, surveyor or other consultant [not being an officer of the Council] who is responsible to the Council for the supervision of a contract on its behalf, that in relation to that contract he/she shall:
 - i) comply with these Standing Orders as though he/she were an officer, subject to the modification that the procedure to be followed in inviting and opening tenders shall be approved in advance by the Town Clerk;
 - ii) at any time during the carrying out of the contract, produce to the Town Clerk, or his/her representative, on request, all the records maintained by him/her in relation to the contract;
 - iii) on completion of a contract, transmit such records to the Town Clerk, or other appropriate officer, as required.
- q) All tenders for the execution of works or the supply of goods or materials shall, except to the extent that the Council in a particular case or specified categories or contract otherwise decides, be based on a definite specification.
- r) Payments under contracts for building or other construction works
 - i) Payments on account of the contract sum shall be made within the time specified in the contract by the Finance Manager upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding, usually in the form of a retention of 5% of the contract value retained for 6 months after completion/certificate of completion is issued, as may be agreed in the contract).
 - ii) Where contracts provide for payment by instalments the Finance Manager shall maintain a record of all such payments and report to Council where it is estimated that the cost of the works will exceed the contract sum.
 - iii) Any variation to a contract or addition to or omission from a contract must be approved by the officer managing or overseeing the contract, in consultation with the chairman and vice chairman of the appropriate committee and by the Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

- iv) The Chairman of the appropriate committee shall consider whether the variation is material and therefore requires committee approval.

15. Stores and Equipment

- a) The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- b) Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- c) Stocks shall be kept at minimum levels consistent with operational requirements.
- d) The Finance Manager will be responsible for arranging periodic checks of stocks and stores by persons other than those responsible (at least annually) and will report on these to the appropriate committee.

16. Assets, Properties and Estates

- a) The Town Clerk shall make arrangements for the custody of all title deeds of properties owned by the Council. The Finance Manager shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- b) No tangible moveable property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- c) No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permission and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- d) No real property (interests in land) shall be purchased or acquired without the authority of the Council. In each case, a report in writing shall be provided to the Strategy and Resources Committee in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate) and any recommendations made to Full Council.
- e) The Finance Manager shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually. Any losses shall be reported to the Strategy and Resources Committee.

- f) The Council's property shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for the Council's purposes except in accordance with specific instructions issued by the Town Clerk.

17. Insurance

- a) The Finance Manager shall effect all insurances and negotiate all claims on the Council's insurers in line with its Risk Management Strategy.
- b) The Finance Manager shall ensure that all new risks, properties, vehicles which require insurance or any alterations affecting existing insurances are promptly added included in the Council's insurance policies.
- c) The Finance Manager shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it,
- d) The Finance Manager shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the Strategy and Resources Committee/Council at the next available meeting.
- e) All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

18. Risk Management

- a) The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- b) The Council is responsible for putting in place arrangements for the management of risk. The Town Clerk shall prepare for approval by the Council a Risk Management Strategy and risk register in respect of all activities of the Council. These shall be reviewed by the Council annually.
- c) At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.** This is contained in the internal auditors report.
- d) The accounting control systems determined by the Finance Manager must include measures to;**
- ensure that the risk is appropriately managed;**
 - ensure the prompt, accurate recording of financial transactions;**
 - prevent and detect inaccuracy or fraud; and**
 - allow the reconstitution of any lost records;**
 - identify the duties of officers dealing with transactions and**
 - ensure division of responsibilities**

19. Charities

- a) Where the Council is sole trustee of a charitable body, the Finance Manager shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Finance Manager shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

20. Suspension and Revision of Financial Regulations

- a) It shall be the duty of the Council to review the Financial Regulations of the Council every three years or at the request of Full Council. The Town Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- b) The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these financial regulations provided that the reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.

APPENDIX 1 - TENDER PROCESS

- 1) Any invitation to tender shall state the general nature of the intended contract and the Town Clerk or authorised officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post, unless an electronic tendering process is being used.
- 3) Where a postal process is used, each tender is to remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

SCHEDULE OF MEETINGS - 2025/26

All Council and Committee meetings are held on Tuesdays. Planning Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANNING & COMMUNITY	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2025</u> 20 May 17 June	<u>2025</u> 3 June	<u>2025</u> 10 June	<u>2025</u> 6 May (Annual Meeting) 22 May (Town Meeting) 24 June
22 July 26 August (SH) 23 September	9 September	16 September	30 September
21 October 18 November 9 December	11 November	25 November	2 December
<u>2026</u> 6 January 3 February	<u>2026</u> 20 January	<u>2026</u> 27 January	<u>2026</u> 10 February
3 March 31 March 28 April	14 April	21 April	5 May (Annual Meeting)

WOKINGHAM BOROUGH COUNCIL SCHOOL TERM DATES excl. inset days (individual schools may differ)

2025 Tuesday 22 April to Wednesday 23 July
Wednesday 3 September to Friday 19 December

Half Term: 26 - 30 May
Half Term: 27 - 31 October

Elections: 1 May 2025

2026 Monday 5 January to Friday 27 March
Monday 13 April to Wednesday 22 July

Half Term: 16 - 20 February
Half Term: 25 May - 29 May

Good Friday: 3 April 2026
Elections: 7 May 2026

CLIMATE ACTION WEEK – 18th - 23RD NOVEMBER 2024



DATE	EVENT	TIME	LOCATION
Monday 18th	Pre-school Recycled Arts workshop	10.30am-11.30am	Oakwood Centre
Tuesday 19th	Woodford Park walk & tour	10.30am-Midday	Woodford Park
Wednesday 20th	Citizen's Advice Mobile Advice Drop-In	9.30am-4pm	Woodley Town Centre
	Charity Shop Fashion Show	12.30pm-1.00pm	Centre Stage
	Woodley Repair Café	2pm-4pm	Oakwood Centre
	Electric Vehicle Webinar	7pm-8.30pm	Online
Thursday 21st	Woodley Schools Cluster – Yr 3 Climate Project	9am-4pm	Oakwood Centre
	Dr Bike	2.30pm-3.30pm	Woodford Park Leisure Centre
Friday 22nd	Climate, Cake and Coffee	11am-midday	Oakwood Centre
	Rolling Climate Videos	10am-4pm	Alan Cornish Theatre
Saturday 23rd	Citizen's Advice Mobile Advice Drop-In	9.30am-4pm	Woodley Town Centre
	Climate Fresk Card Game	10am-1pm	Oakwood Centre
	Communal Litter Pick	10am-2pm	Oakwood Centre

Events over the week attracted in excess of 200 participants.

Massive thanks to the following individuals / organisations, without whom the Climate Actions Week would not have been able to take place:

- Wokingham Borough Council's Climate Emergency Team
- Jo Wyles – Mixed-media artist / Arts 4 Wokingham / MoreArts
- Friends of Woodford Park / David Provins
- Citizens Advice Wokingham
- Thames Hospice / Oxfam Charity Shops
- Woodley Repair Café / Cllr Carol Jewell
- Energy Saving Trust
- Woodley Schools Cluster
- Dr Bike / MyJourney Wokingham
- Elizabeth Corse
- Woodley Adopt a Street / Shelagh Flower