



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

To: **ALL MEMBERS OF THE COUNCIL**

YOU ARE HEREBY SUMMONED to attend the Annual Meeting of Woodley Town Council at the Oakwood Centre at 8:00pm on Tuesday 6 May 2025.

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

Kevin Murray
Town Clerk

Town Forum

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

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

A G E N D A

1. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2025/26 municipal year.

The outgoing Mayor will address the Council. The outgoing Mayor will then call for nominations for the office of Town Mayor for 2025/26 and ask the Council to vote on the nomination(s).

2. **TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

The newly elected Town Mayor to take the chair and address the Council. The Declaration of Acceptance of Office to be signed as soon as possible following the meeting.

3. **APOLOGIES**

To receive any apologies for absence from Members.

4. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

5. **ELECTION OF DEPUTY TOWN MAYOR**

To elect a Deputy Town Mayor for the 2025/26 municipal year.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2025/26 and ask the Council to vote on the nomination(s).

6. **POLITICAL GROUP LEADERS**

6.1 To note the appointment by the Conservative Group of the Leader and Deputy Leader of the Conservative Group.

6.2 To note the appointment by the Liberal Democrat Group of the Leader and Deputy Leader of the Liberal Democrat Group.

6.3 To note the appointment by the Labour Group of the Leader and Deputy Leader of the Labour Group.

7. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**

7.1 To elect the Leader of the Council for the 2025/26 municipal year.

7.2 To elect the Deputy Leader of the Council for the municipal year.

8. **STANDING COMMITTEES**

To approve the Powers and Duties and appoint Members to serve on the standing committees in the 2025/26 municipal year. The number of places on each committee and the division of places between the political parties, in accordance with Standing Order 2.2, are shown in ***Appendix 8 (enclosed)***.

App 8
enclosed
Page 1

8.1 **Strategy & Resources Committee**

- a) To approve the Powers and Duties of the Strategy & Resources Committee, including the number of places.
- b) To note the appointment of Members to serve on the Strategy & Resources Committee by each political group.

App 8
enclosed
Page 2

8.2 **Leisure Services Committee**

- a) To approve the Powers and Duties of the Leisure Services Committee, including the number of places.
- b) To note the appointment of Members to serve on the Leisure Services Committee by each political group.

App 8
enclosed
Page 5

8.3 **Planning & Community Committee**

- a) To approve the Powers and Duties of the Planning & Community Committee, including the number of places.
- b) To note the appointment of Members to serve on the Planning & Community Committee by each political group.

App 8
enclosed
Page 8

9. **MEMBERSHIP OF SUB COMMITTEES, TASK & FINISH WORKING GROUPS, AND PARTNERSHIPS**

To approve the terms of reference and appoint Members to serve on the following committees in the 2025/26 municipal year.

Under Standing Order 6.4.a, 6.5.a and 6.6.a respectively, members of the parent standing committee approve the terms of reference of, and the number and appointment of members to sub committees, task and finish working groups and partnerships.

All terms of reference, incorporating the number of places, along with the division of places between the political parties in accordance with Standing Order 2.2, are included in **Appendix 8 (enclosed)**. App 8 enclosed Page 11

Strategy & Resources Committee:

- a) **Investments sub committee** App 8 enclosed Page 12
 - 1) To approve the terms of reference of the committee, including the number of places.
 - 2) To note the appointment of Members to the committee by the political groups.

- b) **Risk Management sub committee** App 8 enclosed Page 13
 - 1) To approve the terms of reference of the committee, including the number of places.
 - 2) To note the appointment of Members to the committee by the political groups.

- c) **Standing Orders & Financial Regulations sub committee** App 8 enclosed Page 15
 - 1) To approve the terms of reference of the committee, including the number of places.
 - 2) To note the appointment of Members to the committee by the political groups.

- d) **PR & Marketing sub committee** App 8 enclosed Page 16
 - 1) To approve the terms of reference of the committee, including the number of places.
 - 2) To note the appointment of Members to the committee by the political groups.

- e) **Personnel sub committee** App 8 enclosed Page 17
 - 1) To approve the terms of reference of the committee, including the number of places.
 - 2) To note the appointment of Members to the committee by the political groups.

- f) **Woodley Town Centre partnership** App 8 enclosed Page 19
 - 1) To approve the terms of reference of the committee, including the number of places.
 - 2) To note the appointment of Members to the committee by the political groups.

Leisure Services Committee:

g) Community Youth partnership

App 8
enclosed
Page 24

- 1) To approve the terms of reference of the committee, including the updated of places.
- 2) To note the appointment of Members to the committee by the political groups.
- 3) To approve the appointment of up to 10 representatives should the number of individuals wishing to be representatives exceed this. The following individuals were appointed to the partnership in 2024/25 and have not indicated they wish to stand down:
 - Graham Sumbler (Woodley Baptist Church)
 - Trina Farrance (Bulmershe Gymnastics)
 - Sam Milligan (Just Around the Corner)
 - Dylan Harman (1st Woodley Boys' Brigade)
 - Chas Randal (2nd Woodley Scouts)
 - Chinyere Davies (Me2 Club)

h) 3G Pitch Steering Group sub committee

App 8
enclosed
Page 26

- 1) To approve the terms of reference of the committee, including the number of places.
- 2) To note the appointment of Members to the committee by the political groups.

i) WPLC Development task & finish working group

App 8
enclosed
Page 28

- 1) To approve the terms of reference of the committee, including the number of places.
- 2) To note the appointment of Members to the committee by the political groups.

j) Youth Support Service task & finish working group

App 8
enclosed
Page 30

- 1) To approve the terms of reference of the committee, including the number of places.
- 2) To note the appointment of Members to the committee by the political groups.

Planning & Community Committee:

App 8
enclosed
Page 32

k) Cycling & Walk task & finish working group

- 1) To approve the terms of reference of the committee, including the number of places.
- 2) To note the appointment of Members to the committee by the political groups.

Full Council

l) Annual Town Meeting sub committee

App 8
enclosed
Page 34

- 1) To approve the terms of reference of the committee, including the number of places.
- 2) To note the appointment of Members to the committee by the political groups.

m) Bulmershe Site of Urban Landscape Value Joint sub committee:

App 8
enclosed
Page 35

- 1) To note the terms of reference of the joint committee.
- 2) To note the appointment of Members to the committee by the political groups.

10. **OUTSIDE BODIES' REPRESENTATIVES**

To appoint Council's representatives on the following outside bodies for the 2025/26 municipal year:

Appointed Members attend meetings of their respective outside bodies, when invited, and provide a report at Full Council meetings of the organisation's activities.

- 11.1 Allotment Tenants' Committee – 1 place
- 11.2 ARC - 2 places
- 11.3 Berkshire Association of Local Councils – 1 place
- 11.4 Citizens Advice Wokingham - 1 place
- 11.5 Friends of Woodford Park Committee – 1 place
- 11.6 Highwood Management Conference - 2 places
- 11.7 Keep Mobile – 1 place
- 11.8 Museum of Berkshire Aviation Trust – 1 place
- 11.9 Poor's Land Charity – 1 place to serve until 2028
- 11.10 ReadiBus - 1 place
- 11.11 Sonning & District Welfare & Education Trust – 1 place
- 11.12 Wokingham Borough/Parish Liaison Forum – 1 place
- 11.13 Wokingham Borough Council Town Centre Strategy Working Group – 1 place
- 11.14 Woodley Bowling Club Management Committee – 1 place
- 11.15 Woodley Volunteer Centre – 1 place

In addition, the Council appoints representatives to the following outside bodies, with no appointments required to be made in 2025/26:

Poor's Land Charity (3 places)

Councillor M. Holmes and Councillor K. Gilder - serving to 2026

Mrs S. Flower – serving to 2028

Robert Palmer's Almshouse Charity (1 place)

Councillor D. Bragg to serve to 2028

14. **BANK SIGNATORIES**

To appoint bank signatories to authorise payments and financial transfers on behalf of the Council.

Appointed signatories in 2024/25 were Councillors Baker, Bragg, Kennedy and Swaddle.

15. **MINUTES OF THE COUNCIL MEETING HELD ON 11 FEBRUARY 2025**

Page 7

To receive the minutes of the Council Meeting held on 11 February 2025 and to approve their signing as a true and correct record.

16. **ACTIONS / FOLLOW UPS**

To review the actions / follow ups arising from previous meetings of Full Council. **(Appendix 16)**

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17. **COMMITTEE REPORTS**

To note reports from the following:

17.1	Planning & Community Committee	4 March 2025	Page 27
17.2	Leisure Services Committee	25 March 2025	Page 35
17.3	Planning & Community Committee	1 April 2025	Page 41
17.4	Strategy & Resources Committee	22 April 2025	Page 49

The Strategy & Resources Committee minutes include the following recommendations for Full Council to consider:

Minute 89

- ♦ That Full Council approved the updated Youth Service Strategy – Page 65 2025-30 – set out at **Appendix D**.

17.5	Planning & Community Committee	29 April 2025	Page 79
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18. **ANNUAL TOWN MEETING SUB COMMITTEE**

To note **Report No. SR FC 2/25** of the Annual Town Meeting Sub Committee meeting held on 25 March 2025. Page 85

There were no recommendations made at this meeting due to be considered by the Committee.

19. **FINANCE UPDATE**

a) To note **Report No. FC 3/25** providing end of year figures against budget for 2024/25 and an update on the 2025/26 budget. Page 87

b) To note that the appropriate authorised bank signatories have checked and signed the Council's bank reconciliations up to 31 March 2025.

20. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

21. **OUTSIDE BODIES**

To receive reports from Town Council representatives on outside bodies. **(Appendix 21)**

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22. **TOWN MAYOR'S ENGAGEMENTS**

To note the engagements attended by Councillor Anderson as Town Mayor and Councillor Bragg as Deputy Town Mayor since the last meeting. **(Appendix 22)**

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22. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

23. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 11 February 2025 at 8 pm**

Present: *Councillors J. Anderson (Chairman); K. Baker; G. Bello; D. Bragg;
A. Chadwick; J. Cheng; Y. Edwards; M. Firmager; K. Gilder;
L. Guttridge; M. Holmes; R. Horskins; C. Jewell; M. Kennedy;
V. Lewis; M. Nagra; J. Sartorel; P. Singh; D. Smith;
A. Swaddle; J. Taylor*

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

Also present: *Cllr B. Rowland (Virtual Attendance)
Presley Shearer - Wokingham Borough Council Youth Councillor
1 member of the public*

77. *A maximum of 30 minutes was set aside at the beginning of the meeting for members of the public to pose questions to the Council in the Town Forum, as reported in **Appendix A**.*

78. *Prior to the meeting commencing, Wokingham Borough Council Youth Councillor Presley Shearer provided Members with a presentation on the Youth Council, explaining their role and achievements, including details of the Youth Charter which the Youth Council had created.*

A comment was raised regarding how keen the Town Council were to engage with members of the Youth Council and to get them involved to help the Town Council achieve the aims of its Youth Strategy. Councillor Shearer indicated that, whilst he was unable to offer a commitment on the Youth Council's behalf, the important thing was to start a dialogue to spread the Youth Council's campaign goals and believed there were local possibilities.

It was agreed that the Mayor of Woodley and Town Council officers would seek to meet with Councillor Shearer and other members of the Youth Council to discuss the Town Council's Youth Service aims.

Following a request, Councillor Shearer confirmed he would send his presentation slides to the Town Council for circulation to Members.

79. **APOLOGIES**

Apologies were received from Councillors Charles Bey, Errawalla and Rowland. Councillor Rowland attended the meeting virtually.

80. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

81. **MINUTES OF THE COUNCIL MEETING HELD ON 3 DECEMBER 2024**

The Town Mayor presented the minutes of the Council meeting held on 3 December 2024.

RESOLVED

- ◆ To approve the minutes of the Council meeting held on 3 December 2024 and that they be signed by the Town Mayor as a correct record.

Voting: For: 19 Against: 0 Abstentions: 2 No Vote: 0

82. **ACTIONS / FOLLOW UPS**

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

3 December 2024 – Minutes 69.4

Following a request for a target date to be added to the action to provide Members with a written explanation of the budget setting process, the Town Clerk advised that Officers were looking to amend the previous process over coming months, with the aim to bring forward the review of future year's budgets to earlier in the municipal year. He confirmed this process would involve additional, early informal engagement with Councillors, as well as public consultation. It was noted the planned process would be provided in a future Council meeting agenda for Members.

83. **FINANCE UPDATE**

Members noted that the appropriate authorised bank signatories have checked and signed the Council's bank reconciliations up to 31 December 2024.

84. **COMMITTEE REPORTS**

84.1 **Minutes of the Planning and Community Committee: 10 December 2024**

Councillor Bragg presented the minutes of the Planning and Community Committee meeting held on 10 December 2024.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 10 December 2024.

84.2 **Minutes of the Planning and Community Committee: 7 January 2025**

Councillor Bragg presented the minutes of the Planning and Community Committee meeting held on 7 January 2025.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 7 January 2025.

84.3 **Minutes of the Leisure Services Committee: 14 January 2025**

Councillor Smith presented the minutes of the Leisure Services Committee meeting held on 14 January 2025.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 14 January 2025.

84.4 **Minutes of the Strategy and Resources Committee: 21 January 2025**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 21 January 2025.

Minute 66: Investment Sub Committee / Minute 67: Risk Management Sub Committee

RESOLVED:

- ◆ To adopt the 2025/26 Treasury Management Strategy, as set out in the agenda.
- ◆ To adopt the 2025/26 Risk Management Strategy, as set out in the agenda.

Voting: For: 20 Against: 0 Abstentions: 1 No Vote Registered: 0

Two queries were raised regarding the detailed Risk Register. Firstly, it was queried whether the document had been written to reflect that, in relation to risk PA04, the installation of hard standing in front of the play wall in Wheble Park, proposed to take place in 2022, had not taken place and whether this was due to a lack of budget. Secondly, it was queried whether, in relation to risk PA06, it had been noted that the play area in Wheble Park did not have any gates, and whether this should impact the risk rating in relation to the potential for litter and dog mess. The Town Clerk confirmed he had discussed the reinstallation of gates for at the Wheble Park play area with the Amenities Manager and it was being looked into.

RESOLVED:

- ◆ To note the 2025/26 Risk Register summary pages.
- ◆ To adopt the 2025/26 Disaster Recovery Plan, as set out in the agenda.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 0

Minute 69: Charges 2025/26

Councillor Baker advised that, in relation to Oakwood Centre charges, rates had been increased by the RPI figures from the previous September, as has been in the case in previous years. He commented that this process could cause issues where higher RPI figures related to intervening months, and that Officers had been requested to review this process in future.

RESOLVED:

- ◆ To approve the charges for the Oakwood Centre for 2025/26, as set out in the agenda.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 0

Councillor Baker advised that proposed Leisure Services charge increases were different to the Oakwood Centre, with the proposals based on analysis of the pricing of similar local provisions. Councillor Baker requested it be put on record the great work the Leisure Service Manager does in researching these prices and setting the charge figures.

- ◆ To approve the charges for Leisure Services for 2025/26, as set out in the agenda.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 0

Minute 71.2: Budget and Precept 2025/26

Members noted that the tax base figure used in the earlier precept calculations, as presented to the Strategy & Resources Committee and included in the budget appendix, had been slightly understated due to a previous rounded figure being provided to Officers. Instead of the earlier stated tax base of 10,926, the tax base had now been confirmed as 10,926.6. Members were advised this meant the actual precept level for consideration, based on the correct tax base figure and the Strategy & Resources Committee's recommendation for a 0% increase to the equivalent Band D rate, was £1,165,759.

Members noted that changes to the way certain expenditure, particularly employer national insurance and pensions contributions, was now apportioned to specific cost centres meant it was difficult this year to compare budgets with previous years. However, it was agreed this new methodology would help Officers and Councillors to more accurately assess the cost of running particular services and facilities.

RESOLVED:

- ◆ To approve the Budget for 2025/26, as set out in the agenda.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 0

- ◆ To approve a precept level of £1,165,759 for the 2025/26 financial year.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 0

RESOLVED:

- ◆ To receive the minutes of the Strategy & Resources Committee meeting held on 21 January 2025.

84.5 **Minutes of the Planning and Community Committee: 4 February 2025**

Councillor Bragg presented the minutes of the Planning and Community Committee meeting held on 4 February 2025.

RESOLVED:

- ◆ To receive the minutes of the Planning and Community Committee meeting held on 4 February 2025.

85. **DIRECT DEBIT MANDATES**

RESOLVED:

- ◆ To note the current direct debit mandates in place are as follows:

- Rydal – CCTV Maintenance / Support
- Ecotricity – Gas Supply
- Pozitive Energy – Electricity supply
- Merchant Rentals – Payment Card Terminals
- Lloyds Bank – Bank charges / Card processing
- Go Cardless – WPLC membership payments
- Les Mill Fitness – WPLC Club membership / licence
- B E Fuelcards – Petrol/diesel
- Global 4 Communications – Phones / internet
- Devonshire Trading – Gym equipment lease
- SGW – Payroll services
- Pitney Bowes – Franking machine top-up
- Mailcoms – Franking machine maintenance contract
- CF Corporate – Copier Lease
- Public Works Loan Board – Project loans

86. **LEADER'S STATEMENT**

Councillor Baker, as Leader of the Council, read out a statement, included at **Appendix B**.

87. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

87.1 **RESOLVED:**

- ◆ To note that the Annual Return of the Woodley Memorial Recreation Ground Charity was submitted on 20 September 2024.

87.2 The Town Clerk presented Report No. FC 1/25 regarding accounting processes in relation to the Woodley Memorial Recreation Ground Charity, for which the Council is the corporate trustee.

RESOLVED:

- ◆ To note Report No. FC 1/25.
- ◆ To agree to maintain Memorial Ground on behalf of the Woodley Memorial Recreation Ground Charity.

Voting: For: 21 Against: 0 Abstentions: 0 No Vote Registered: 0

88. **OUTSIDE BODIES**

Councillor Kennedy advised Members that the next meeting of the Wokingham Borough / Parish Liaison Forum was due to take place on Tuesday 18 February 2025, and invited Members to contact him should they have any matters they wished him to raise on behalf of the Town Council.

In relation to the Highwood Management Conference, Councillor Jewell advised that a new Chairman had been appointed. She also advised that the extent of the management of Highwood now also covered the South Lake area, and that she had proposed to Wokingham Borough Council that the name of the body might be changed to reflect this.

RESOLVED:

- ◆ To note the written reports from Town Council representatives on outside bodies provided to Members at the meeting, and included at **Appendix C**.

89. **TOWN MAYOR'S ENGAGEMENTS**

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

90. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

91. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

Councillor Jewell advised Members that it was the 1st anniversary of the Woodley Repair Café in January, and wished to thank the Council for its support and assistance with publicising the group.

Meeting closed at 8:58 pm

TOWN FORUM

11 February 2025

One member of the public attended the Town Forum.

A question was submitted in writing by one member of the public prior to the meeting. The question posed was:

"[There is] CCTV in Headley Road Car Park, right next to Woodley Library. So why is Councillor Alex Freeny and Councillor Alison Swaddle ask[ing] for CCTV [to be] installed?"

It was noted that this question was referring to the actions of Wokingham Borough Councillors and related to a Wokingham Borough matter, albeit linked to the Town Council's project to install CCTV in the town precinct.

In response, Councillor Swaddle responded to consider there was CCTV in Headley Road Car Park covering the front of Woodley library, but that this didn't provide full coverage, and that CCTV coverage was also needed along library parade. Whilst Councillor Swaddle advised this would need to be formally confirmed by Wokingham Borough Council, she stated that, at a recent meeting with the Leader of Wokingham Borough Council, Councillor Stephen Conway had indicated he was happy for £15k to be put towards additional cameras being added to the Town Council's CCTV system to cover those areas referred to. It was suggested any remaining funds the Town Council might have might be used to support on-going maintenance costs of the system. Although there were more questions to resolve around the specifics of this, she stated this was a great result.

The Town Clerk further updated Members to confirm that the new CCTV system was ready for installation, and that he had confirmed with the installers it would be possible to extend the system in future, if required.

In relation to previous discussions around the offer from Wokingham Borough Council to provide £15k funding for the CCTV system, but that the funding was not received, a comment was made that Councillor Conway had indicated at a recent Wokingham Borough Council Full Council meeting that he had been made aware the Town Council would not require the funding, with the full cost covered by the grant provided by the Thames Valley Police Police Crime Commissioner. A question was raised as to how Councillor Conway would've been made aware of this, and the Town Clerk confirmed that he had provided a copy of the relevant Town Council minutes, when this matter was referred to, to the relevant Wokingham Borough Council officer.

LEADERS STATEMENT

Cllr Keith Baker
11th February 2025

Well, that was the end of a very difficult period of financial review in order to set next year's precept. The current economic situation our residents and the Town Council have found themselves in is very, very difficult. Residents are finding more and more financial pressures imposed on them. Energy prices are rapidly increasing; cost of living continue to rise; pensioners losing their Winter Fuel Allowance are just a few examples of those pressures. The Town Council, as an employer, has been hit hard with the increases in National Insurance combined with a lower threshold of payment. The increased costs due to the NI increase will inevitably be passed on, in part or full, to customers of the businesses. That will impact on both residents and the Town Council.

Following the earlier decision, Council has now approved a zero percent increase in the precept. This means that since we took control from the LibDems in 2013 we will have reduced our Town Council tax by 7%. To put that in perspective if we had increased the 2013 tax by the rate of RPI inflation it would be nearly 60% higher than it is now. In that period Earley Town Council has increased their Town Council Tax by 45% and Wokingham Town Council increased by 61%. That has also meant the gap between us and both Earley & Wokingham has significantly reduced and is now 18% and 34% respectively.

Finally, looking forward, setting the Tax for 2026/27 is going to be very difficult so we will be commencing a period of consultation with residents. This will be very comprehensive comprising such items as a survey and public meetings with the objective to allow residents to shape the level of town council tax for that year. I believe we are the first Town Council in the Borough to engage residents in this way.

APPENDIX C

REPORTS FROM TOWN COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

OUTSIDE BODY	APPOINTED REPRESENTATIVE/S	REPORT PROVIDED	PAGE
ARC	Cllr K. Gilder Mrs S. Flower	Yes	3
Berkshire Association of Local Councils	Cllr M. Kennedy	Yes	4
Citizens Advice Wokingham	Cllr V. Lewis	Yes	6
Friends of Woodford Park Committee	Cllr R. Horskins	Yes	7
Highwood Management Conference	Cllr K. Gilder Cllr M. Holmes	Yes	8
Keep Mobile	Cllr L. Guttridge	No	-
Museum of Berkshire Aviation Trust	Cllr B. Soane	No	-
Poor's Land Charity	Cllr M. Holmes Cllr K. Gilder Mrs S. Flower VACANCY	Yes	9
ReadiBus	Cllr L. Guttridge	No	-
Robert Palmer's Almshouse Charity	Cllr D. Bragg	No	-
Sonning & District Welfare & Education Trust	Cllr D. Smith	No	-
Wokingham Borough/Parish Liaison Forum	Cllr M. Kennedy	Yes	10
Woodley Bowling Club Management Committee	Cllr K. Gilder	No	-
Woodley Volunteer Centre	Cllr M. Kennedy	Yes	11

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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	ARC
Name of Councillor	Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	trustees
Number of formal meetings held / invited to	one meeting held December 17th
Number of formal meetings attended	None
Reasons for not attending (if below 50%)	illness
Please give a brief overview of the Outside Body for Members:	
ARC is an Adult and Youth Counselling Service based in Wokingham, it also offers support within schools and some GP surgeries. It has a regular surgery at the Oakwood Centre. Training and support is also offered to families and teachers.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
Apologies as I have not had the minutes of that meeting I have no dates yet for the 2025 meetings	
Please provide any additional information that fellow Members might find useful:	

	Shelagh Flower	Dated:	4th February 2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	Berkshire Association of Local Councils (BALC)
Name of Representative	Cllr Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative
Number of formal meetings held / invited (since last report)	0
Number of formal meetings attended since last report (since last report)	0
Reasons for not attending (if attendance below 50%)	0
Please give a brief overview of the Outside Body for Members:	
BALC is a membership body which represents, supports and advises parish and town councils across the county of Berkshire. BALC is one of 38 county associations in England affiliated to the National Association of Local Councils (NALC) and support parish and town councillors to help them serve their communities.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
The January 2025 Newsletter was circulated by the Deputy Town Clerk on 16th January. Full details of all courses available to councillors and officers are contained therein. The fee for attending training courses offered for BALC members, continues to be included within our membership package. The government is seeking views on proposals to introduce measures to strengthen the standards and conduct regime for local authorities in England. The proposals being consulted upon include: The introduction of a mandatory minimum code of conduct for local authorities in England; A requirement that all principal authorities convene formal standards committees to make decisions on code of conduct breaches, and publish the outcomes of all formal investigations; The introduction of the power for all local authorities (including combined authorities) to suspend councillors or mayors found in serious breach of their code of conduct and, as appropriate, interim suspension for the most serious and complex cases that may involve police investigations: A new category of disqualification for gross misconduct and those subject to a sanction of suspension more than once in a 5 year period: A role for a national body to deal with appeals.	

The consultation is available at <https://www.gov.uk/government/consultations/strengthening-the-standards-and-conduct-framework-for-local-authorities-in-england> and closes on 26 February 2025.

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

Representative:

Cllr Mike Kennedy

Dated:

31.1.2025

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	Citizen's Advice Bureau (Wokingham)
Name of Representative	Vin Lewis
Capacity appointed; e.g. trustee, director, observer etc	Observer
Number of formal meetings held / invited (since last report or 1 May)	0
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	Change of CEO / Board
Please give a brief overview of the Outside Body for Council Members:	
The Citizens Advice Bureau Service offers free, independent and confidential advice.	
Please give a brief synopsis of the Outside Body's recent activities:	
Made contact with new CEO 11 & 22 October 2024. Followed up 17 Jan 2025. Expected to meet anytime after 10 Feb 2025 – subject to availability of CEO.	
Please provide any additional information that Council Members might find useful:	

Representative:	Vin Lewis	Dated:	05 Feb 2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	Friends Of Woodford Park
Name of Representative	Robert Horskins
Capacity appointed; e.g. trustee, director, observer etc	Appointed
Number of formal meetings held / invited (since last report or 1 May)	0
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	None held over the winter
Please give a brief overview of the Outside Body for Council Members:	
The friends of Woodford Park are a group of volunteers who have come together to help improve Woodford park. Their first job was was to create the flower bed near the war memorial celebrating late Queen Elizabeth's 90 th birthday. They rely on funding from donations by local businesses, members of the public and from the sale of cards and plants.	
Please give a brief synopsis of the Outside Body's recent activities:	
The group has been very quiet, as per usual, over the dormant winter months.	
Please provide any additional information that Council Members might find useful:	
There has been some concern from residents and users of the park over the state of some of the paths. It is certainly more of a problem in the winter after rain. Costings are being prepared by the amenities manager for the worst effected areas. The group were pleased to be invited to continue to provide seasonal plants to the new planters in front of the Oakwood centre at Crumbs café. An approach has been made from a pre-school group to involve the children in some manner. This will be discussed shortly to see what they have in mind, the practicalities and safeguarding thereof and has also been mentioned to the Amenities Manager. There is concern about apparent lack of control of dogs by some park users. Although the group feels notices would have little effect, it could go some way to enforce and reduce this problem. It has been recommended that possibly a water fountain would be a good attraction to the lake this would help with oxygenating too.	

Representative:	RJC Horskins	Dated:	5.2.25
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	Highwood Management Conference
Name of Representative	Councillors Kay Gilder and Mary Holmes
Capacity appointed; e.g. trustee, director, observer etc	Appointed Woodley Town Council members
Number of formal meetings held / invited (since last report or 1 May)	0
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	-----
Please give a brief overview of the Outside Body for Members:	
The Highwood Management Conference's members meet on an annual basis with an officer of the Wokingham Borough Council, who takes the minutes, and the Head Ranger of Wokingham Borough Council's Dinton Pastures Country Park. There are two councillors from Wokingham Borough Council plus two from Earley Town Council and two from Woodley Town Council.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
Ongoing outdoor work continues by the Wokingham Borough Council's Dinton Pastures Country Park team.	
Please provide any additional information that fellow Members might find useful:	

Representative:	Cllr Kay Gilder and Cllr Mary Holmes.	Dated :	28/01/25
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	Poorsland Charity
Name of Representative	Councillors Kay Gilder and Mary Holmes and Mrs Shelagh Flower
Capacity appointed; e.g. trustee, director, observer etc	Appointed trustees by Woodley Town Council
Number of formal meetings held / invited (since last report or 1 May)	One meeting
Number of formal meetings attended since last report (since last report or 1 May)	One meeting was attended by one trustee.
Reasons for not attending (if attendance below 50%)	Clashing with other appointments - one such clash was with a Woodley Town Centre Partnership meeting chaired by Cllr Holmes.
Please give a brief overview of the Outside Body for Members:	
The Poorsland committee's trustees aim to meet monthly, to help with the running of this charity. The set of buildings called Cedar Place are part of the Almshouse Association situated in Loddon Bridge Road, Woodley.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
There has been 1 committee meeting since the last report. Discussions revolve around redecorating flats ahead of re-letting them, and remedial works to outside pipework as a result of encroachment by tree roots. A successful Christmas party was held in the committee room on the evening of 11th December for both the residents and trustees. All three of our representatives attended. Several of the trustees have attended the coffee mornings arranged on Friday mornings for both the residents and trustees. The treasurer unexpectedly resigned in mid-January, and the previous treasurer has kindly stepped into the breach ahead of advertising for a replacement treasurer.	
Please provide any additional information that fellow Members might find useful:	
There is still one vacant trustee position which WTC can fill.	

Representative:	Cllr Kay Gilder and Cllr Mary Holmes and Mrs Shelagh Flower	Dated:	28/01/25
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	Wokingham Borough/Parish Liaison Forum		
Name of Representative	Cllr Mike Kennedy		
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative		
Number of formal meetings held / invited (since last report)	1		
Number of formal meetings attended since last report (since last report)	1		
Reasons for not attending (if attendance below 50%)	0		
Please give a brief overview of the Outside Body for Members:			
Meetings are held quarterly between representatives from the Borough Council and Town and Parish Councils. The purpose of the Parish Liaison Forum is to encourage communication and networking between the Parish and Town Councils in Wokingham and the Borough Council.			
Please give a brief synopsis of the Outside Body's activities since the last report:			
The Parish Liaison Forum last met on 14 October 2024 and I submitted my report on this to the December meeting. The next meeting of the Liaison Forum takes place on 10 February.			
Please provide any additional information that fellow Members might find useful:			
Representative:	Cllr Mike Kennedy	Dated:	31.1.2025

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	Woodley Volunteer Centre
Name of Representative	Cllr Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative
Number of formal meetings held / invited (since last report)	1
Number of formal meetings attended since last report (since last report)	1
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Members:	
Woodley Volunteer Centre (WVC) was set up in 1982 and evolved from a Good Neighbours Scheme. Originally, volunteers provided support to Woodley residents in many ways such as gardening, DIY, and shopping but now their focus is purely on transporting clients to their medical appointments. Woodley Volunteer Centre receives an annual grant from Wokingham Borough Council (WBC) of £1,250. Last year Woodley Town Council awarded £350 towards a new printer. Clients are able to use their bus passes issued to them by WBC in payment of all medical jobs undertaken. Drivers are reimbursed 50p per mile for their services.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
The Centre has re-opened its books for new clients and has taken on 6 new persons from January 2025. A new volunteer is supporting the team in the office as one member has been unwell. One new driver has been recruited but more are needed. All DBS checks for drivers are almost complete. A new safeguarding policy is being worked up. Last month WVC accepted its 3,000 th job since Covid in October 2021 equating to around 1,000 job per annum. Our automatic grant of £1,250 was not received from WBC. The treasurer will issue an invoice which should generate payment. A grant application for funding will be submitted to the town council to support a recruitment campaign for more drivers. Disappointment was expressed that the Council was not able to run a feature in the Woodley Herald. I have raised this with the Town Clerk.	
Please provide any additional information that fellow Members might find useful:	
I have transported 78 clients to their GP and hospital appointments since I volunteered as a driver in July 2023. If any Member can spare a little of their time to help Woodley Volunteer Centre, please contact them on 0118 969 8849. Appointments are mostly during the day time and on weekdays with some occasional weekend work.	

Representative:	Cllr Mike Kennedy	Dated:	31.1.2025
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ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		3 December 2024	
Minute	Action	Progress Update	Last Updated
69.4	Town Clerk to look into providing written explanation of budget setting process for Councillors.	COMPLETE New process set out and approved at S&R (22/04/2025)	30/04/25
75	To include article on FoWP in the next issue of the Herald – promoting volunteering	COMPLETE Included in Herald published end-March.	30/04/25

Meeting Date:		11 February 2025	
Minute	Action	Progress Update	Last Updated
78	Officers to seek to arrange meeting between Town Mayor / Officers and WBC Youth Councillors to discussing achieving the Town Council's Youth Strategy and Youth Service aims.	Will be arranged following discussions with potential providers and consideration of options.	30/04/25

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

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 4 March 2025 at 7:45 pm

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

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

Also present: *Cllr R. Horskins (virtual attendance)
16 members of the public*

162. **APOLOGIES**

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

163. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

164. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 4 FEBRUARY 2025**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 4 February 2025 be approved and be signed by the Chairman as a true and accurate record.

165. **ACTIONS / FOLLOW UPS**

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

4 February 2025 – Minute 147

In relation to the diversion route for buses sought from Wokingham Borough Council regarding the future temporary closure of Headley Road for the installation of a pedestrian crossing, Members noted it was the diversion route which had been provided before for all vehicles but did not appear to relate to the bus routes. Members requested Wokingham Borough Council be contacted for specific details for the bus routes.

166. **CURRENT PLANNING APPLICATIONS**

By the end of the item, 14 members of the public had left the meeting.

RESOLVED:

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

167. **PLANNING DECISIONS**

RESOLVED:

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

168. **PRIOR APPROVAL SUBMISSION**

RESOLVED:

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

Application: 250318
Location: 96 Loddon Bridge Road, Woodley, Wokingham, RG5 4AN
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.00m, for which the maximum height would be 3.70m and the height of the eaves 2.40m.

Application: 250445
Location: 5 Keats Close, Woodley, Wokingham, RG5 3QF
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.00m, for which the maximum height would be 4.00m and the height of the eaves 2.50m.

169. **TREE PRESERVATION ORDERS**

RESOLVED:

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

Application: 250432
Location: 16 Church Mews, Woodley, Wokingham RG5 4RJ.
Proposal: T1, Oak – Crown reduction by a maximum of 2.5m in height and spread, back to previous reduction points; crown lift to 3.5m above ground level.

Application: 250298
Location: TPO 387/1988: 4 Tiverton Close, Woodley, Wokingham, RG5 3BE.
Proposal: T2, Horse Chestnut – Re-pollard to previous pollard points. T3, Horse Chestnut - Re-pollard to previous pollard points.

170. **PREMISES LICENCE**

Members considered the application for a variation of premises licence received by Wokingham Borough Council in relation to Bosco Lounge, 55a – 55b Crockhamwell Road, Woodley, RG 5 3JP. Members noted that change related to extending the licensable area to include the external trading area, amending conditions listed under Annex 2 of the license, and allowing for the provision of late night refreshment and regulated entertainment, namely recorded & live music, between the hours of 2300 and 0200 on New Year's Eve.

RESOLVED:

- ♦ To respond to Wokingham Borough Council to confirm there were no objections to the application.

171. **WOKINGHAM BOROUGH COUNCIL DRAFT COUNCIL PLAN 2025-2030**

Members discussed Wokingham Borough Council's draft Council Plan for 2025-30.

A comment was made that there was little in the plan to disagree with, but that it would've been helpful to have more detail on how success would be managed and decisions made on behalf of residents.

RESOLVED:

- ◆ To provide no comments in relation to Wokingham Borough Council's draft Council Plan 2025-30.

172. **WOKINGHAM BOROUGH COUNCIL COMMUNITY GOVERNANCE REVIEW**

Members considered Wokingham Borough Council's request for comments regarding their community governance review.

Members noted that a review of Woodley town ward boundaries took place during the recent Local Government Boundary Commission for England review, with boundaries amended at that time to come into effect from the 2027 town council elections. It was commented that the new town council ward boundaries fall in line with the newly created borough ward boundaries for the area, which Members felt was appropriate. As such, Members felt there was no need for any further review of the town's ward boundaries.

A suggestion was made that, following the recently implemented boundary changes, the names of two town wards might require amending.

Bulmershe East previously fell within the Bulmershe borough ward but was now within the South Lake ward. As such, it was felt that referring to the ward as 'Bulmershe' did not make sense. It was recommended the name be changed to Woodley Central, reflecting its position in relation to other Woodley wards.

Loddon West previously fell within the Loddon borough ward but was now within the South Lake ward. As such, it was again felt referring to the ward as 'Loddon' was no longer appropriate. It was recommended the name be changed to South Lake East to reflect its current location.

RESOLVED:

- ◆ To respond to Wokingham Borough Council's community governance review to confirm that the Town Council believes no further boundary changes need to be made with regards to Woodley town wards, but that the names of Bulmershe East and Loddon West town wards should be changed to Woodley Central and South Lake East, respectively, to reflect their relocation to the applicable new borough wards.

During the discussion, Councillor Jewell advised that she was a member of Wokingham Borough Council's Community Governance Review working group.

173. **BERKSHIRE LOCAL NATURE RECOVERY STRATEGY CONSULTATION**

Members noted that information regarding the Berkshire Local Nature Recovery Strategy consultation had been circulated to all Town Councillors, with individual responses encouraged.

Following discussion, it was

RESOLVED:

- ◆ To provide a response on behalf of the Town Council, indicating the Council's support for the strategy and the importance of the preservation, protection and enhancement of the Bulmershe Green Corridor; an area from the Reading Road allotment site to the north, down to South Lake in the South, and encompassing Bulmershe open space, playing fields, and Highwood.

174. **WOODLEY TO READING ACTIVE TRAVEL ROUTE**

Members noted the final design proposal for the Woodley to Reading Active Travel Route, along with the details of the Individual Executive Members Decision report, due to be considered by Wokingham Borough Council's Executive Member on 19 March 2025.

A concern, raised at previously meetings, was repeated that the proposed route currently proceeds along Palmerstone Road. It was commented that this road is deemed inappropriate due to its narrowness and the volume of parked vehicles, along with a blind bend at the end of the road. A recommendation was made that the route should, instead, head via Anderson Avenue.

The Town Clerk advised Members that Earley Town Council were due to consider the proposed route at a meeting that evening and that, at the previous Planning & Community Committee meeting, it had been agreed to await their views in order to consider submitting a joint response if their views match the Committees.

RESOLVED:

- ◆ To respond to the request for comments from Wokingham Borough Council regarding the proposed Woodley to Reading Active Travel Route to object to the route proceeding along Palmerstone Road and recommend the use of Anderson Avenue instead, either as a joint response between both Woodley and Earley Town Councils, should Earley Town Council share the same view, or solely from Woodley Town Council.

175. **ANTI-SOCIAL BEHAVIOUR REPORT**

RESOLVED:

- ◆ To note the report, provided by Wokingham Borough Council's Anti-Social Behaviour (ASB) team, regarding recent statutory ASB incidents in Woodley.

176. **TRANSPORTATION & HIGHWAYS**

176.1 **Community Speedwatch**

Councillor Taylor advised Members that the speedwatch group had recommenced activities. She advised that the group would now be looking to start using the Council's data logger again to help assess the prevalence of speeding and associated times, in order to consider additional locations.

It was noted that, at the last speedwatch session, of the approximately 130 vehicles which passed the location, only two had exceeded the 30mph speed limit, but neither by a sufficient amount to meet the reporting threshold.

176.2 **Highways Issues**

Following discussion at the last Committee meeting regarding the safety of pedestrian crossing at the junction of Reading Road and Howth Drive and the possible need for a pedestrian crossing, Members noted a sign had been attached to a lamppost at the location with a message from Wokingham Borough Council's Executive Member for Transport encouraging residents to ensure they report any safety incidents or accidents as data is required to support any remedial action at the location.

There were no other highways issues raised by Members.

177. **COMMUNITY ISSUES**

Members noted in a recent issue of Wokingham Today that an article had indicated Wokingham Borough Council were moving forward with a project to replace ramps and repair other elements on the Earley Station footbridge. The Deputy Town Clerk advised he would seek further information from Wokingham Borough Council on this.

178. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Promise Inclusion newsletter – January & February 2025
 - Me2 Club newsletter – January 2025

179. **FUTURE AGENDA ITEMS**

There were no future agenda items suggested by Members

180. **PUBLICITY/WEBSITE**

Members requested that the Council issues additional press releases to support information publicised on the Council's website and social media channels.

181. **ENFORCEMENT ISSUES**

RESOLVED:

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

181. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

Voting: For: 9 Against: 0 Abstentions: 0 No Vote: 0

182. **COMMUNITY HEROES AWARDS**

Members noted the number of nominations received in this, and recent year, was lower than desired.

It was requested that additional consideration be made as to how best to publicise the awards. One suggestion was made that information and / or nomination forms could be provided to appropriate organisations during Mayoral engagements. Similarly, it was suggested that, at the Woodley Carnival, the Town Council stall could promote the awards, and also circulate information and / or nomination forms to appropriate stall holders. Another suggestion was that the awards should be promoted directly to appropriate organisations the Council is aware of, including local schools. It was suggested the Committee should seek to review the level of nominations throughout the year, potential quarterly, to gauge the level of nominations received and react accordingly should responses be insufficient.

Following consideration of each of the nominations it was:

RESOLVED:

- ◆ To award a total of four Community Heroes Awards.

The meeting closed at 9.31 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 4 March 2025

Application No. & Address	Proposal
250111 46 Fairwater Drive, Woodley, RG5 3JB	Householder application for the proposed erection of a single storey rear extension.
Observations: No objections.	
250114 38 Woodwaye, Woodley, RG5 3HB	Full application for a change of use from dwelling house (C3) to Children's Home (C2).
Observations: The Planning & Community Committee have considered this application and wished to submit objections to the proposal. At the Committee meeting, 12 residents attended opposed to the application. Councillors considered representations and wished to object on the grounds that: - The change of use will mean there is a significant increase to traffic to and from the property, at varying hours of the day. Members believed there is insufficient on-site / off street parking available, especially at change of shift time when multiple vehicles may be coming and going, which will result in a cumulative impact on resultant on-street parking which is already busy. - The change of use is out of keeping with neighbouring the properties which are domestic residential properties. - The resultant level of noise pollution, mainly attributed to increase traffic movements at varying hours of the day, will be unneighbourly to the other residential properties in the area.	
250141 91 Reading Road, Woodley, RG5 3AE	Householder application for the proposed erection of an annexe to rear for use ancillary to the main dwelling.
Observations: No objections.	
250183 Emmanuel Church Centre, South Lake Crescent, Woodley, RG5 3QW	Full application for the proposed change of use of land for the siting of 1 no. prefabricated cabin following removal of the existing 2 no. cabins, plus alterations to parking, access and landscaping and other associated works.
Observations: No objections.	
250194 57 Cartmel Drive, Woodley, RG5 3NG	Householder application for the proposed single storey rear extension and the erection of 1 no. sky light.
Observations: No objections.	

250228 10 Shepherds Hill, Woodley, RG6 1BB	Householder application for the proposed single storey front and rear extensions, including the erection of 2 no. roof lights and changes to fenestration.
Observations: No objections.	
250292 58 Malone Road, Woodley, RG5 3NJ	Householder application for the proposed two storey side extension with infill single storey rear extension. Followed by the conversion of the outbuilding/garage into habitable accommodation. Plus, the installation of roof lights and changes to fenestration.
Observations: No objections.	
250341 53 Church Road, Woodley, RG5 4QG	Householder application for the proposed erection of a single storey front extension including a new porch, plus changes to fenestration.
Observations: No objections.	
250375 86 Crockhamwell Road, Woodley, RG5 3JZ	Householder application for the proposed replacement of flat roof with pitched roof over garage and front porch (Retrospective).
Observations: No objections.	
250386 38c Silver Fox Crescent, Woodley, RG5 3JA	Application to vary condition 2 of planning consent 230861 for the proposed erection of 1 no. self-build four bedroom detached dwelling with detached garage and parking. Condition 2 refers to the approved details, and the variation is to enable the relocation of the porch and to connect the side and rear dormers, plus addition of a rooflight and changes to fenestration.
Observations: No objections.	
250447 45 Fosters Lane, Woodley, RG5 4HH	Householder application for the proposed erection of a single storey front extension to form porch, single storey side extension following demolition of existing canopy roof plus changes to fenestration.
Observations: No objections.	

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 25 March 2025 at 8:00 pm**

Present: *Councillors D. Smith (Chairman); D. Bragg; Y. Edwards; D. Errawalla;
M. Firmager; K. Gilder; M. Kennedy; P. Singh*

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

Also present: *Councillor J. Taylor
Councillors R. Horskins; V. Lewis (Virtual Attendance)
3 members of the public (1 attended virtually)*

53. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Jewell and Lewis. Councillor Lewis attended the meeting virtually.

54. **DECLARATIONS OF INTEREST**

There were no declarations of interest received from Members.

55. **MINUTES OF THE MEETING HELD ON 14 JANUARY 2025**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 14 January 2025 be approved and signed by the Chairman as a correct record.

56. **ACTIONS / FOLLOW UPS**

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

7 November 2023 – Minute 34

A request was made to update the town council's website information which references, in an article from 2022, that the council is planning to install a hard standing area for the sports wall.

57. **BUDGETARY CONTROL**

Members reviewed the Budgetary Control report.

Following clarification that the council's lease for the Reading Road allotment site is currently £9,673 per annum, it was noted that the allotment site is currently subsidised to the sum of around £11k, with this projected to be around £34k in 2025/26 due to changes to the apportioning of staff costs.

RESOLVED:

- ◆ To note Report No. LS 8/25.

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

The Leisure Services Manager presented Report No. LS 9/25.

RESOLVED:

- ◆ To note Report No. LS 9/25.

60. **PARKS AND BUILDINGS**

The Town Clerk presented Report No. LS 9/25.

In relation to the duck feed station, the Town Clerk advised Members that the unit is environmentally friendly, being made of recycled materials and solar powered, and that it was free to install, with the council receiving 10% of all purchases. He confirmed the money received would be put into an earmarked reserve for improvements to parks and outside spaces.

With regards to the incidents of vandalism highlighted in the report, the Town Clerk advised Members these had been reported to Thames Valley Police, both as a formal report and through informal discussions with PCSOs. He also confirmed that damage repairs were already underway.

In relation to the lack of netting on the basketball hoop in Woodford Park, the Town Clerk advised Members that ROSPA guidelines with regarding the safety of netting suggest nets are not put on hoops as they can potentially trap fingers. However, it was confirmed that the Amenities Team were investigating potential other options which would be deemed appropriate.

Following a query regarding the misuse of swings in the Woodford Park destination play area, the Town Clerk confirmed there had been a reported incident where a child had been struck by a seat on the tornado swing unit when it was in use. He advised that the swing unit was safe and ROSPA approved, but that the position of the unit was being reviewed with Officers aware its current location might increase the chance of incidents like this. In the interim, seats have been removed from the unit.

RESOLVED:

- ◆ To note Report No. LS 9/25.

61. **3G PITCH STEERING GROUP SUB COMMITTEE**

Members noted Report No. LS 11/25 of the 3G Pitch Steering Group Sub Committee meeting, which was held on 3 March 2025.

In relation to actions which had arisen from the meeting, the Leisure Services Manager advised he had been in contact with the Berks & Bucks FA representative who had determined they did not have a spare Respect banner to replace the damaged banner at the 3G pitch. He also confirmed that the council was already receiving a greater discount on equipment than the Berks & Bucks FA were receiving.

RESOLVED:

- ◆ To note Report No. LS 11/25.
- ◆ To approve the 2025/26 3G Pitch Management & Development Plan.

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

62. **YOUTH SERVICES**

62.1 Members considered the draft revision to the Council's Strategy for Youth Service.

RECOMMENDED

- ◆ That the Strategy & Resources Committee recommend to Full council the approval of the draft Strategy for Youth 2025-2030.

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

- 62.2 In relation to the Town Council's invitation to providers to quote for the council's Youth Service provision for 2025/26, the Deputy Town Clerk confirmed he had received two responses. One provider was not in a position to assist at this time, whilst a meeting was being arranged with another to discuss the opportunity.

RESOLVED:

- ◆ To extend the end date of the Youth Support Service Task & Finish Working Group to 10 September 2025.

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

63. **ALLOTMENTS**

Members considered Report No. LS 12/25 regarding the introduction of allotment deposit payments and a hen / rabbit keeping agreement.

The Town Clerk read out a statement provided in advance of the meeting by a member of the public who is an allotment tenant. In the statement, the tenant stated they felt it was unfair to implement plot and animal keeping deposits as this would disproportionately impact lower income individuals. They also indicated that the National Allotment Association was against the implementation of deposits. They suggested the council needed to reconsider and seek a fairer way to manage the issue unacceptable levels of waste being left on plots at the end of tenancies.

The Town Clerk clarified that, historically, deposit arrangements had been determined by Officers and had not been approved by council. In future, he explained that the intention was for deposit charges to be agreed alongside other charges by council. He confirmed that the intention of the introduction of the deposits was to address the issue of plots being left in poor condition at the end of tenancies and, in part, go towards the cost of clearing such plots, the frequency and cost of which was increasing yearly. Members noted the rental charges for the allotment site were relatively low compared to other local sites.

The Town Clerk also confirmed that Report No. LS 12/25 included the recommendation to introduce a hen and rabbit keeping agreement following the recognition that the Reading Road allotment site is deemed a statutory site, as confirmed recently by Reading Borough Council, and therefore tenants were permitted to keep hens and rabbits on the site in line with the Allotment Act 1950.

Councillor Kennedy proposed, seconded by Councillor Edwards, that the council rejects the concept of introducing deposits for allotment holders and refund those tenants who have been charged since this was introduced for new tenants in January 2025. Members discussed this proposal and the implementation of allotment deposits in general, with varying opinions expressed.

During the discussion, it was noted that the site had increased significantly over the last ten years, from just over 200 plots to around 380 plots, and that inspections had become more difficult. Members noted that the Allotment Tenants Committee undertake these inspections on the Council's behalf and that, after a reduction in capacity two years ago following the death of the previous committee chairman, inspections were now taking place regularly, resulting in an increased number of unworked plots being relinquished in the past year.

Councillor Kennedy restated his proposal and, following a vote, it was:

RESOLVED:

- ◆ To reject the proposal.

Voting: For: 2 Against: 4 Abstain: 0 No Vote: 2

The Chairman proposed, seconded by Councillor Gilder, and following a vote it was:

RESOLVED:

- ◆ To defer the decision on implementing allotment plot deposits until further consultation and feedback from the Tenants Committee has been sought, with a survey of existing tenants undertaken to seek views on alternative methods of resolving the issue of clearing excessive waste from plots, with the deposits which have already been taken held until a final decision is made on the matter.

Voting: For: 4 Against: 1 Abstain: 1 No Vote: 1

Members agreed it would be beneficial to arrange a site visit for all Members. It was also noted that no Councillors were appointed to the Tenants Committee, and it was suggested the Committee be contacted to ask if they would like any Councillors to be appointed. If agreed, it was noted this appointment would need to take place at Full Council.

On the matter of introducing a hen / rabbit keeping agreement, the Chairman proposed, seconded by Councillor Firmager, and following a vote it was:

RESOLVED:

- ◆ To defer the decision on approving a hen / rabbit keeping agreement to allow more time for Officers to contact other councils with hens and rabbits on their sites to understand the issues presented, and to consider the conditions which would need to be imposed to ensure the keeping of animals is appropriate.

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

64. **COMMUNITY HALL AND LEISURE CENTRE DEPOSITS**

Members considered Report No. LS 13/25 regarding the charging of refundable deposits for the hiring of community hall and leisure centre spaces.

RESOLVED:

- ◆ To note Report No. LS 13/25.

RECOMMENDED

- ◆ That the Strategy & Resources Committee approve the deposit rates in relation to the hire of Community Hall and Leisure Centre spaces, as set out in Report No. LS 13/15.

Voting: For: 6 Against: 0 Abstain: 0 No Vote: 2

65. **FRIENDS OF WOODFORD PARK UPDATE**

Members noted the update report from the Friends of Woodford Park, as provided in the agenda.

Members noted that the path to the north of Woodford Park remained an issue, and that the area was wetter than ever.

It was noted that the issue of parking would be reviewed alongside the Woodford Park Leisure Centre refurbishment project.

66. **FUTURE AGENDA ITEMS**

There were no future agenda items raised by Members.

67. **PUBLICITY AND WEBSITE**

There were no publicity and website items raised by Members.

The meeting closed at 9:27 pm

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 1 April 2025 at 7:45 pm

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

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

Also present: *Cllr R. Horskins (virtual attendance)
3 members of the public*

183. **APOLOGIES**

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

184. **DECLARATIONS OF INTEREST**

With regards to potential declarations of interest, Councillor Taylor highlighted that a friend had commented on planning application 250469 – 10 The Ridgeway – and Councillor Bragg advised he lived in the same road but some distance away from the site of planning application 250720 – 20 Farriers Close. The Deputy Town Clerk confirmed these would not be considered pecuniary or prejudicial interests and the Councillors may continue to take part in the discussions around these applications.

185. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 4 MARCH 2025**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 4 March 2025 be approved and be signed by the Chairman as a true and accurate record.

186. **ACTIONS / FOLLOW UPS**

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

187. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

188. **PLANNING DECISIONS**

RESOLVED:

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

189. **TREE PRESERVATION ORDERS**

189.1 **RESOLVED:**

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

Application: 250455
Location: TPO 281971, Area 1: Norris Copse, Waingels Road, Charvil, Berkshire.
Proposal: G1, Ash – Fell all diseased and dangerous Ash trees alongside Waingels Road and the entrance to Waingels College; top selected Ash trees and leave as monoliths, and fell any ash trees with 40% canopy loss in the rest of Norris Copse. T1, Oak – Reduce dead tree to monolith.

Application: 250571
Location: TPO 3/1951, Woodland 3: 106 Nightingale Road, Woodley, Wokingham, RG5 3LY.
Proposal: T1, Sweet Chestnut – Repollard.
G2, Laurel – Cut back face of hedge and reduce height by approx. 1m.

Application: 250572
Location: TPO 3/1951, Woodland 3: 108 Nightingale Road, Woodley, Wokingham, RG5 3LY.
Proposal: T4 – T8, Sweet Chestnut x 5 – Repollard.

Application: 250573
Location: TPO 3/1951, Woodland 3: 104 Nightingale Road, Woodley, Wokingham, RG5 3LY.
Proposal: G3, Laurel - Cut back face of laurel hedge to be approx. level with back of shed and reduce height to match hedge at no. 106 Nightingale Road.

Application: 250658
Location: TPO 3/1951, Woodland 3: 34 Plymouth Avenue, Woodley, Wokingham, RG5 3SG.
Proposal: T1, Maple – Reduce in radial spread by approx. 2.5m from 6m to 3.5m; remove failed tree from canopy.

Application: 250659
Location: TPO 3/1951, Area 1: Land adjacent to 34 Plymouth Avenue, Woodley, Wokingham, RG5 3SG.
Proposal: T2, Oak - Reduce lower extended branches by 2m to the nearest suitable growth point (reducing the radial spread from 9m to 7m) to bring in line with the bulk of the canopy.
T3, Oak - Reduce one indicated branch by 2m to the nearest suitable growth point (reducing the radial spread from 8m to 6m) to bring line with boundary. T4, Unknown Species – Remove failed, possibly dead tree.

Application: 250687
Location: TPO 1307/2009: 29 Wroxham Road, Woodley, Wokingham, RG5 3AX.
Proposal: T6, Oak – Reduce lateral branches overgrowing the rear garden by 3m.

189.2 **RESOLVED:**

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

TPO 1990/2025 - tree at 36 Millbank Crescent, Woodley, Wokingham, B Berks, RG5 4ER

190. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following decision made by the Planning Inspectorate in relation to a planning appeal:

Application:	241638
Location:	45 Ravensbourne Drive, Woodley, RG5 4LJ
Proposal	Construction of a new accessible two-bedroom single storey dwelling, following the demolition of the existing redundant garages on the site (Woodley Town Council had no objections to the proposal.)
Decision:	The appeal was dismissed.

191. **ADVERTISEMENT CONSENT**

RESOLVED:

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

Application:	250448
Location:	Headley Park Area Ten, Headley Road East, Woodley, Wokingham
Proposal	Application for advertisement consent for the removal of existing main site ID sign and replace with 1 no. freestanding non illuminated site ID sign and install 1 no. freestanding non illuminated tenant directory.

192. **TRANSPORTATION & HIGHWAYS**

192.1 **Community Speedwatch**

Councillor Taylor advised that there was little to report, however a new speedwatch location in Mohawk Way has now been agreed, and the group are currently considering a potential new location to the northern end of Butts Hill Road.

192.2 **Highways Issues**

The Chairman raised a concern over the lack of pavement space for wheelchair users on Waingels Road.

193. **CHARVIL NEIGHBOURHOOD PLAN**

One comment was made in relation to the Charvil Neighbourhood Plan which was that it references a desire for a cycle route from Charvil to Woodley town centre, and that the Council would strongly support this as it matches the aims of the Cycling & Walking task & finish working group

RESOLVED:

- ◆ To respond to the Charvil Neighbourhood Plan consultation with no specific comments, other than to state support for the indicated cycle route from Charvil to Woodley town centre.

194. **COMMUNITY ISSUES**

It was highlighted that there had been rumours of Wokingham Borough Council seeking to introduce additional car park charges, and that these potentially might cover Ashenbury Park. Members noted the Borough Council had advised this was not the case, but it was commented that, were this to happen, it would likely be approved via an Individual Executive Member Decision (IEMD). Members asked that Officers contact Wokingham Borough Council to ensure the Town Council is advised in advance of any potential introduction of car parking charges affecting Woodley, including those to be decided via an IEMD.

195. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ♦ To note receipt of the following:
 - Berkshire Association of Local Councils newsletter – March 2025

196. **FUTURE AGENDA ITEMS**

There were no future agenda items suggested by Members

197. **PUBLICITY/WEBSITE**

There were no publicity and website items raised by Members.

198. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8.50 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 1 April 2025

Application No. & Address	Proposal
250200 62 Reading Road, Woodley, Wokingham, RG5 3DB	Householder application for the proposed two storey front, side and rear extensions, including the erection of a 2 no. sky lights. Along with a loft conversion to create habitable accommodation and changes to fenestration. Followed by the demolition of the existing garage.
Observations: No objections.	
250434 44 Coppice Road, Woodley, Wokingham, RG5 3RA	Householder application for the proposed two storey side extension. Plus, the erection of a new porch and changes to fenestration. Following the demolition of the existing chimney.
Observations: No objections.	
250442 Land adjacent to Whispering Pines, Perimeter Road, Woodley, RG5 4TE	Full application for the proposed erection of 1 no. three bedroom dwelling with bin/cycle store, plus associated access, parking and landscaping, following demolition of the existing outbuildings.
Observations: No objections.	
250468 8 Butts Hill Road, Woodley, Wokingham, RG5 4NH	Householder application for the proposed erection of a pitched roof onto existing outbuilding including roof lights to facilitate loft accommodation (part-retrospective).
Observations: No objections.	
250469 10 The Ridgeway, Woodley, Wokingham, RG5 3QD	Householder application for the proposed erection of an outbuilding to rear (retrospective).
Observations: The Planning & Community Committee have considered this application. They noted comments by neighbours regarding the height of the development, and noted the application would likely have been allowed under permitted development were the height to have been under 2.5m. As such, and in recognition of the comments from neighbours, the Committee determined not to submit any specific comments other than asking for the neighbours comments to be taken into account.	

250480 2 Comet Way, Woodley, Wokingham, RG5 4NZ	Householder application for the proposed erection of single storey front and rear extensions and a part first floor part two storey side extension, plus part conversion of the garage to habitable accommodation and changes to fenestration.
Observations: No objections.	
250500 37 Coppice Road, Woodley, Wokingham, RG5 3RA	Householder application for the proposed replacement of existing conservatory roof, including raising of the pitch plus changes to fenestration to include insertion of 3no. rooflights.
Observations: No objections.	
250507 13 Cornfield Road, Woodley, Wokingham, RG5 4QA	Householder application for the proposed erection of a outbuilding in the garden to be used as an self contained annexe.
Observations: The Planning & Community Committee have considered this application and whilst they had no objections to the development they requested relevant conditions be added which ensure the outbuilding remains ancillary to the main dwelling and cannot be used in the future as a separate dwelling.	
250520 35 Crockhamwell Road, Woodley, RG5 3LE	Householder application for proposed alterations to detached garage and incidental/ancillary use to dwelling (part retrospective).
Observations: No objections.	
250541 28 Tennyson Road, Woodley, Wokingham, RG5 3RH	Householder application for the proposed erection of a replacement fence(retrospective).
Observations: No objections.	
250575 6 Dundela Close, Woodley, RG5 3NN	Householder application for proposed single storey front infill extension to the existing garage, along with a single storey rear extension and changes to fenestration. Followed by the demolition of the existing rear extension and conservatory.
Observations: No objections.	
250601 2 Wroxham Road, Woodley, RG5 3AT	Householder application for proposed single storey rear extension.
Observations: No objections.	

250609 17 Retford Close, Woodley, Wokingham, RG5 4TP	Householder application for the proposed erection of a front porch. Plus, the erection of a pitched roof at the front of the garage, single storey rear extension with feature lantern and changes to fenestration.
Observations: No objections.	
250674 18 Rochester Avenue, Woodley, RG5 4NA	Householder application for the proposed garage conversion into office space plus changes to fenestration (PART - RETROSPECTIVE).
Observations: No objections.	
250720 20 Farriers Close, Woodley, RG5 3DD	Householder application for the proposed erection of a single storey front and rear extension, plus conversion of the garage into habitable accommodation, changes to fenestration following the demolition of the existing conservatory.
Observations: No objections.	
250736 42 South Lake Crescent, Woodley, RG5 3QJ	Householder application for the proposed erection of single storey front extension creating porch, two storey side extension, two storey rear extension plus conversion of loft to create habitable accommodation to include 1no. dormer, rooflights, solar panels and changes to fenestration.
Observations: No objections.	

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 22 April 2025 at 8:00 pm

- Present:** *Councillors K. Baker (Chairman); J. Anderson; G. Bello; A. Chadwick; K. Gilder; M. Kennedy; M. Nagra;*
- Officers present:** *K. Murray, Town Clerk; M. Filmore, Deputy Town Clerk; A. Basra, Finance Manager;*
- Also present:** *Cllr R. Horskins (Virtual Attendance)
Cllr D. Bragg; J. Taylor
Julian Russell; Lisa Thomas (Blue Horizon Ventures – Virtual Attendance)
2 members of the public*

79. **APOLOGIES**
Apologies for absence were received from Councillors Horskins, Rowland and Swaddle. Councillor Horskins attended the meeting virtually.
80. **DECLARATIONS OF INTEREST**
Councillor Kennedy – item 10 – Community Grants: Councillor Kennedy is the Town Council's appointed representative to the Woodley Volunteer Centre and a volunteer driver. Woodley Volunteer Centre have submitted a community grant application for consideration. As such, Councillor Kennedy took no part in the discussion or decision regarding the Woodley Volunteer Centre application.
81. **MINUTES OF THE MEETING HELD ON 21 JANUARY 2025**
RESOLVED:
♦ That the minutes of the Strategy and Resources Committee meeting of 21 January 2025 be approved and signed by the Chairman as a correct record.
82. **ACTIONS / FOLLOW UPS**
Members noted the actions and follow ups update, as provided in the agenda.

12 September 2023 – Minute 26

Following a query, the Finance Manager confirmed that no organisations have received a reimbursement of the VAT charged on sports provision to date. The Town Clerk confirmed that, in relation to the organisations identified to whom reimbursement was being attempted to be made, a maximum of just under £30k of the £133,690 could potentially be reimbursed. Councillors noted the reimbursement process required Officers to write to organisations and confirm that the organisations or person to whom the reimbursement was being made was the person who originally made the booking. It was also noted that the matter was complicated further as organisations would have to consider if they had already reclaimed VAT on the bookings they had made. A final date for organisations to contact the Council had been set as the end of May, following which point the remaining funds could be transferred to an earmarked reserve for the provision of leisure facilities, as previously determined. Following a further query, the Town Clerk confirmed that the Council did not have to repay any remaining funds back to HMRC.

23 January 2024 – Minute 73

In relation to the action to consider installing a borehole at the Reading Road allotment site, the Town Clerk confirmed the purpose of this was to reduce the use of mains water, which was currently supplied to the plots. He confirmed there had been no further progress with this, but would pick it up with the Allotment Tenants committee.

26 November 2024 – Minute 41

The Town Clerk confirmed that there had been no further progress with the extension of the lease agreement of Wheble Park. Members noted the Town Clerk had requested a draft new lease, with no request for any changes to the terms being presented by the Town Council, and that it was now awaiting Reading Borough Council to progress. The Town Clerk confirmed he was continuing to chase this matter.

21 November 2023 – Minute 48

With regards to the installation of the water bottle filling station in the town centre, the Town Clerk advised that the issue around who was permitted to install this had now been resolved. Should the item for consideration later on the agenda seeking approval for the use of funds to purchase the unit be approved, he advised that installation could take place around 6 weeks from the order. A request was made that Rotary be kept updated with regards to this in light of their donation towards the unit.

23 January 2024 – Minutes 67

Following a query, the Town Clerk confirmed there had been no further progress with updating the Council's IT Manual and IT Risk Assessment documents in light of the move to a new cloud-based IT environment. He advised he was working with the council's IT provider to resolve this.

10 September 2024 – Minutes 32

The Town Clerk confirmed that the recent purchase of a new delegate microphone system included the addition of an audio hearing loop system for use at the Oakwood Centre.

83. **ALAN CORNISH THEATRE**

Julian Russell and Lisa Thomas from Blue Horizon Ventures (BHV), the theatre consultants who had undertaken the work to review the potential refurbishment and future events programme for the theatre, attended the meeting virtually, with Julian providing a brief summary of their final report.

The Deputy Town Clerk presented Report No. SR 8/25, detailing the recommendation for the Committee to approve that the Council proceeds with the refurbishment and theatre programme, as advised in the BHV report, with BHV also re-engaged to undertake the next stages of the project. He reiterated that, at the current time, the theatre is utilised around 25% of the time, and that the initial aim of the project was to future proof the venue for existing users whilst increasing the use of the space.

A suggestion was made that air conditioning should be considered as part of any works.

Following a query about who might manage the project, the Deputy Town Clerk explained that BHV had offered to support the Council and had the ability to manage the project on the Council's behalf. At this stage, he explained that the recommendation was for BHV to undertake the development of a business plan for the theatre and Oakwood Centre as a whole, and to develop a specification for, and undertake tendering of the technical upgrade element of the project. The requirement for BHV to be involved in any future stages of the project, for example recruitment, would be considered in light of the Council's resource position at that time.

A query was raised as to whether theatres of a similar size are financially viable. It was highlighted that the business plan in the BHV report showed that the theatre was viable, with Members noting that other smaller venues in the area, such as South Street Arts Centre, were successful. The Deputy Town Clerk also highlighted that, without investment, the space risked becoming unusable.

A comment was made that it was disappointing that Councillors had not been involved in the development of this project at an earlier stage, with the suggestion that a small working group should've been setup to consider the options and work with BHV. However, it was noted that the Strategy & Resources Committee approved that the project proceeds as it has to date, and that all Councillors were invited to contact BHV to feed their thoughts and opinions into their report.

A concern was also raised that the BHV report, in relation to staffing costs, did not reflect employer pension contributions. The Deputy Town Clerk advised that the purpose of engaging BHV to undertake the next stages of the project would be to develop the business plan in more detail as, previously, the scope of BHV's work did not extend to the Oakwood Centre as a whole. It was acknowledged that the Council already has staff dedicated to the centre, and so any additional resource to support the theatre's increased use would need to be reviewed in that context.

[DTC Note: The BHV report did include employee pension contribution amounts at the current rate in its calculations]

Following a query, it was confirmed that BHV's costs had been fully funded by the UK Government's Shared Prosperity Funding, which had been arranged via Wokingham Borough Council, in line with the decision of the Committee at an earlier meeting.

It was commented that the venue was a community asset, with the Council needing to get the most out of it for residents. It was also suggested that the staffing of the venue could be supported by volunteers, however, without technical upgrades, the venue would not be usable.

The Deputy Town Clerk advised that it was intended, should the project proceed, to be able to present the Committee with a finalised business plan, along with details of the technical upgrade works for funding approval, at the scheduled meeting in September. If, at that time, the business plan was not financially viable, then the Committee could choose not to fund the upgrades and reconsider the project.

It was noted that the approval in principle for the funding of the technical upgrades would be beneficial when applying for potential grant funding.

RESOLVED:

- ◆ To note Report No. SR 8/25.
- ◆ To approve that the Council proceeds with the proposed refurbishment of the Alan Cornish Theatre, including the development of a new business plan and programme strategy, in line with the recommendations set out in the report.

Voting: For: 6 Against: 0 Abstentions: 1 No Vote Recorded: 0

- ◆ To approve the engagement of Blue Horizon Ventures to undertake stages 2 (Project Preparation & Approval) and 3 (Tender Framework – Technical & Production Update) of the refurbishment project, as set out in the report, with the cost - £8,925 – funded from the Council's General Reserve.

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

- ♦ To approve, in principle, funding for the associated technical upgrades (circa £132k), with the precise method of funding to be determined by the committee once final costs are known and funding methods assessed.

Voting: For: 6 Against: 0 Abstentions: 1 No Vote Recorded: 0

84. **FINANCE**

a) Budgetary Control

The Town Clerk presented Report No. SR 9/25.

Following a query, the Town Clerk confirmed that Oakwood Centre income reflected a recharge from the Council for the use of space for council meetings.

A request was made that income / expenditure in relation to the theatre be separated from the Oakwood Centre into its own cost centre.

RESOLVED:

- ♦ To note Report No. SR 9/25.

b) Payments

Queries were raised as to the specifics of several payments. In response to these, the Town Clerk confirmed that payments to the PHS Group related to the provision of contract toilet hygiene services, £10k paid to the Cloudy Group related to the purchase and implementation of a new finance software system, £23k to SOS Ltd related to the replacement theatre winch system, and £41k to Arthur J Gallagher was in relation to the Council's insurances.

It was noted that the cost of the electricity supply to the town centre clock was very high. Members were advised this was due to high standing charges, and the Town Clerk confirmed he would look into this further with the intention of bringing further details back to the next Committee meeting.

It was confirmed that the regular £50 payment to EventU was for the rental of a projector for the theatre, and that this would no longer be required should the technical upgrades to the theatre proceed.

RESOLVED:

- ♦ To note the following payments, listed in **Appendix A** (January 2025), **Appendix B** (February 2025), and **Appendix C** (March 2025):

	Current account	Imprest account
January 2025	£122,209.52	£62,944.58
February 2025	£112,099.03	£65,110.86
March 2025	£953,818.46	£108,475.88

c) Internal Audit

Members praised the clarity of the internal audit report provided. In relation to the matters picked up in the second internal audit, the Town Clerk advised that unpaid invoices over 60 days were being followed up on and procedures improved to reduce instances of these. He also confirmed that the audit trail of staff salaries, which had been raised as an issue was being reviewed and a new HR system being implement which would improve this.

In relation to the retirement of the current Finance Manager, raised as an issue in the first internal audit, the Town Clerk confirmed that a lot of work was being undertaken reviewing and understanding the work of this officer, alongside implementing and learning a new finance system. He also confirmed a replacement had now been hired, with the replacement due to start on 28 April. This would provide a 5 week handover period before the retirement of the current Finance Manager.

Following a query regarding how often damage deposits were withheld in relation to venue hire, the Town Clerk confirmed that this was not regular but does happen occasionally. Members noted reasonable deposit amounts were only withheld in relation to demonstrable events, such as damage or additional cleaning costs, or where hirers overrun their booking time.

Members noted the technical link between the Council Offices and Woodford Park Leisure Centre's finance system was still broken. However, it was confirmed that Finance Manager was still able to access the information he needed from this system, and that the implementation of the new finance system would resolve this.

RESOLVED:

- ◆ To note the second interim audit report from the Council's internal auditors, 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.

e) Loans

It was requested that, in future, the loan information provided include the date repayments would cease or loans would mature.

RESOLVED:

- ◆ To note Council's outstanding Public Works Loans Board loan balances as at 31 March 2025, as provided in the agenda.

f) CIL

RESOLVED:

- ◆ To note the Council is due to receive £30,558.26 in Community Infrastructure Levy payments from Wokingham Borough Council in April 2025.

85. OAKWOOD CENTRE INCOME UPDATE

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

It was requested that the figures be re-issued to Members comparing actual income with revised estimates for the year.

RESOLVED:

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

86. **WOODLEY TOWN CENTRE PARTNERSHIP**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Partnership meeting which took place on 15 January 2025.

87. **CAPITAL PROJECTS SCHEDULE**

In relation to the expected completion of the new kitchen units at Chapel Hall, the Town Clerk confirmed he would seek an update from the Amenities Manager.

It was noted the schedule provided in the agenda provided a couple of out-of-date comments, and a request was made for these to be updated and the schedule re-issued to Members.

RESOLVED:

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

88. **COMMUNITY GRANTS**

Members considered the grant applications set out in the Report No. SR 10/25.

In line with the declaration made at the start of the meeting, Councillor Kennedy took no part in the discussion relating to the award of a grant to Woodley Volunteer Centre.

RESOLVED:

- ◆ To note Report No. SR 10/25.
- ◆ That, under the Localism Act 2011, the following grants be awarded:

Life Education Wessex & Thames Valley	£310	To fund the provision of one Educator, plus resources, for 2 days to deliver health, wellbeing and drug prevention education to approximately 480 children at Highwood Primary School
Woodley Volunteer Centre	£350	To pay towards advertising in local magazines for additional drivers.
Woodley Bowling Club	£350	To fund improved loft insulation and provide an insulated jacket for the cold-water tank.
Woodley Festival of Music & Arts	£350	To help towards the costs of venue hire, adjudicator and other professional fees, printing and publicity, and piano hire.
Young Person A	£100	To pay towards the costs associated with taking part and representing England in the Dance World Cup.
Young Person B	£100	(Sibling of Young Person B) To help towards the costs of venue hire, adjudicator and other professional fees, printing and publicity, and piano hire. (Sibling of Young Person A)

Voting: For: 6 Against: 0 Abstentions: 0 No Vote Recorded: 1

89. **YOUTH SERVICE STRATEGY**

Members reviewed the updated draft Youth Service Strategy set out in the agenda.

It was requested that paragraph 17 of the Strategy be updated to state that clarify that “The Council will only fund services which take place within the Woodley Town Council boundary”, as the current wording was ambiguous and might be taken to mean the Council will fund all youth services taking place within Woodley.

RECOMMENDATION:

- ◆ That Full Council approve the updated Youth Service Strategy – 2025-30 - as provided at **Appendix D**.

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

90. **COMMUNITY HALL AND LEISURE CENTRE DEPOSITS**

The Town Clerk set out the recommendation from the Leisure Services Committee that the Strategy & Resources Committee approve deposit rates in relation to the hire of community halls and leisure centre spaces, as detailed in Report No. LS 13/25.

RESOLVED:

- ◆ To approve the deposit rates in relation to community halls and leisure centre spaces, as set out in Report No. LS 13/25.

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

91. **CLIMATE EMERGENCY ACTION PLAN UPDATE**

The Deputy Town Clerk presented Report No. SR 11/25.

RESOLVED:

- ◆ To note Report No. SR 11/25.

92. **FUTURE BUDGETTING PROCESS**

The Deputy Town Clerk presented Report No. SR 12/25.

Members were also presented with an updated process timeline and advised that this had been changed following discussions with the Chairman of the Committee to focus initial attention on the residents’ consultation, followed by Councillor engagement.

It was noted that the intention was to share and publicise the proposed residents’ consultation as widely as possible, using both digital and physical forms of marketing. It was also noted there was an intention to provide an online survey and a reply-paid option to encourage as many responses as possible.

Following discussion, the Deputy Town Clerk confirmed the consultation would aim to seek residents’ indicative views on Council priorities and support for potential precept levels but would not seek specific support for detailed expenditure. It was commented that the survey should be brief, with no more than six questions, with the suggestion that any documentation could direct people to webpage where more detailed information could be provided for those who wish to understand more.

A question was raised as to the likely level of response. It was noted that a similar exercise during the Covid-19 pandemic had received over 1,000 responses and that this was a good opportunity to harvest the views of residents. It was also acknowledged that, as this would be the first year of this process, lessons would be learnt and the process adapted accordingly in future.

Members noted the consultation response analysis would be shared with all Members, and that it was hoped that this, along with Councillor feedback, would help shape the Council's priorities and associated budgets moving forward.

RESOLVED:

- ◆ To note Report No. SR 12/25.
- ◆ To approve the budget setting process and timeline in line with the proposed process set out at **Appendix E**.

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

93. **TOWN CENTRE WATER BOTTLE FILLING STATION**

RESOLVED:

- ◆ To approve the use of £4,148.50 from the Town Centre Community Garden earmarked reserve for the purchase and installation of a water bottle filling station to be located adjacent to the walled community garden in the town centre.

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

94. It was proposed by the Chairman, seconded by Cllr Gilder 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

95. **OAKWOOD CENTRE FRONTAGE**

The Deputy Town Clerk presented Report No. SR 13/25.

Members discussed the proposals for the installation of a pergola at the front of the Oakwood Centre. It was noted that the glass barrier shown in the rendered images had not been included as part of the proposed costs but that, if Members wished for it to be included, this would cost an additional £15k.

A concern was raised that the project had been presented at this meeting out of the blue, having not previously been referred to by Officers nor mentioned at the time of budget setting for the year. Following a query regarding how the development was proposed to be funded, it was confirmed that the recommendation was for it to be funded from the Capital Programme Fund earmarked reserve. Funds are allocated to this reserve to fund capital investment such as this.

It was noted that four different designs of structure had been reviewed and that it was deemed this proposed design was the most suitable due to the flexibility of the roof, and the integration of lighting and heating.

Following a vote in relation to the recommendations included in the report it was:

RESOLVED:

- ◆ To note Report No. SR 13/25.

- ◆ To approve the allocation of £65,000 from the Council's Capital Programme Fund to fund installation of a pergola to the front of the Oakwood Centre.
- ◆ To approve the indicative design of the pergola, as set out in Report No. SR 13/25.

Voting: For: 5 Against: 1 Abstentions: 1 No Vote Recorded: 0

Councillor Kennedy requested it be recorded that he voted against the proposal.

Following a second vote, it was:

RESOLVED:

- ◆ To approve the allocation of an additional £15,000 from the Council's Capital Programme Fund to fund the installation of glass barriers as part of the pergola design in line with the rendered drawings provided in Report No. SR 13/25.

Voting: For: 5 Against: 1 Abstentions: 1 No Vote Recorded: 0

Councillor Kennedy requested it be recorded that he voted against the proposal.

96. **FUTURE AGENDA ITEMS**

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

97. **PUBLICITY AND WEBSITE**

There were no publicity and website matters raised by Members.

98. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

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

99. **PERSONNEL SUB COMMITTEE**

The Chairman of the Personnel Sub Committee, Councillor Anderson, presented Report No. SR 15/25 of the Personnel Sub Committee meeting which took place on 14 April 2025.

RESOLVED:

- ◆ To note Report No. SR 15/25 of the Personnel Sub Committee meeting which took place on 14 April 2025.
- ◆ To create a new Democratic Support & Allotment Officer post (NJC SCP 18-22), in line with the job description set out at **Appendix E**.
- ◆ To appoint the current Administrative Officer – Level 1 to the new Democratic Support & Allotment Officer post, with the pay grade set as specific in Report No. SR 15/25.
- ◆ That the Communications Manager post be renamed and regraded to the Communications & Events Manager (NJC SCP 29-33), in line with the job description provided at **Appendix F**, with the employee's SCP set as specific in Report No. SR 15/25.
- ◆ That these changes take place as of 1 May 2025.

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

Meeting closed at 10:18 pm

Woodley Town Council**Current Account****List of Payments made between 01/01/2025 and 31/01/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
16-Jan-25	(Personal Information)	150.00	Call out/repair charge
16-Jan-25	(Personal Information)	220.00	WTCP-Sat Mkt Mgr
08-Jan-25	Alan Hadley Ltd	462.00	Refuse collection
08-Jan-25	Allder Glass Ltd	202.93	Repair glass - OC
22-Jan-25	ARC	5000.00	Grant - 2024/2025
22-Jan-25	ASAP Computer Services	716.10	Annual IT support/termination credit
16-Jan-25	Berkshire Tree Care	6564.00	Gardening services
08-Jan-25	Blue Horizon Ventures Ltd	4972.50	Alan Cornish Theatre study
22-Jan-25	Bowak Ltd	390.67	Cleaning supplies
08-Jan-25	Brake Bros Foodservice Ltd	340.36	Vending supplies
08-Jan-25	Broxap Ltd	1801.20	Cast Iron seats
09-Jan-25	Castle Water	82.43	Water rates
09-Jan-25	Castle Water	118.26	Water rates
13-Jan-25	Castle Water	2643.74	Water rates
16-Jan-25	Castle Water Ltd	12.45	Water rate-Town Ctr-Dec24
02-Jan-25	CF Corporate Finance Ltd	166.32	Qtrly lease photocopier-WPLC
22-Jan-25	Chattertots	3000.00	Grant - 2024/2025
22-Jan-25	Churchill Contract Services Ltd	1884.67	Contract cleaning
22-Jan-25	Cloudy Group Ltd	1154.45	IT support
02-Jan-25	Club Manager Ltd	106.80	Monthly gym support
22-Jan-25	CoolerAid Ltd	67.85	Bottled water
20-Jan-25	Crown Gas & Power	2379.20	Gas supply-OC Dec24
20-Jan-25	Crown Gas & Power	618.73	Gas supply-Coro H Dec24
20-Jan-25	Crown Gas & Power	787.88	Gas supply-Chapel H Dec24
20-Jan-25	Crown Gas & Power	2359.29	Gas supply-WPLC Dec24
20-Jan-25	Ecotricity	3204.95	Electric OC-Dec24
20-Jan-25	Ecotricity	2122.75	Electric WPLC- Dec24
20-Jan-25	Ecotricity	1049.80	Electric Depot-Dec24
20-Jan-25	Ecotricity	154.68	Electric-Coro H Dec24
20-Jan-25	Ecotricity	75.46	Electric Chapel H Dec24
16-Jan-25	EDF Energy 1 Ltd	109.98	Electric supp - Clock
10-Jan-25	Epos Now Ltd D/D	30.00	WPLC till monthly support
22-Jan-25	Eventu	50.00	Monthly projector hire
22-Jan-25	First Days Children's Charity	5000.00	Grant - 2024/2025
08-Jan-25	Fresh Berkshire Ltd	438.00	Catering service
10-Jan-25	Global 4 Communications	1199.47	Phone/Mobile-Dec24
08-Jan-25	Grabloader Ltd	432.00	10 Tonne MOT limestone
19-Jan-25	HMRC Cumbernauld	18020.63	Employee & 'er deducted from pay
22-Jan-25	Home-Start Wokingham District	2900.00	Grant - 2024/2025
08-Jan-25	Janitorial Direct Ltd	347.94	Cleaning supplies
08-Jan-25	JJ Martin(Catering Appliance)	2651.98	Oven/water softener
16-Jan-25	Lamps-Tubes Luminations Ltd	5875.50	Christmas lights/installation
27-Jan-25	Les Mills Fitness UK Ltd	231.30	Individual live program-Coach
15-Jan-25	Lloyds Bank D/D	291.70	Cardnet service fee char Dec24
28-Jan-25	Lloyds Bank D/D	53.48	Current 10Dec24-9Jan25
22-Jan-25	Loddon District Scout Council	3000.00	Grant - 2024/2025
08-Jan-25	Mailcoms Ltd	16.74	Franking labels
16-Jan-25	Mark Clifford Surveys Ltd (AV Asbestos)	144.00	Test-Asbestos Allot shed
15-Jan-25	Merchant Rentals Ltd	19.50	Cardnet Mach Jan25
15-Jan-25	Merchant Rentals Ltd	19.50	Cardnet Mach-Jan25
08-Jan-25	PHS Group	5335.10	Sanitary/Hygiene Jan25-Jan26
19-Jan-25	Prudential	300.00	AVC deducted from pay
07-Jan-25	SecureHeat	250.20	Monthly electric service
22-Jan-25	Select Environmental Services Ltd	1118.66	Refuse collection
02-Jan-25	SGW Payroll Ltd	149.66	Monthly-payroll fee - Dec24
31-Jan-25	SGW Payroll Ltd	149.66	Jan 2025-Paroll service fee
28-Jan-25	Siemens Financial Services	1236.62	Gym equip hire-27Feb-26Mar25
22-Jan-25	SLCC Enterprises Ltd	416.40	Job advertisement-RFO

16-Jan-25	Spot on Fitness Ltd	180.00	Pilates cover
22-Jan-25	SSE Energy Supply Ltd	242.23	Street lighting
08-Jan-25	Thames Valley Water Services Ltd	228.00	Monthly water checks
19-Jan-25	The Berkshire Pension Fund	23601.40	Employee & 'er deducted from pay
22-Jan-25	Trade UK - Screwfix	387.55	Building supplies
16-Jan-25	Wingfield Engineering Ltd	258.85	MOT & Service repair
02-Jan-25	Wokingham BC - Rates	2812.00	Rate WPLC Jan25
02-Jan-25	Wokingham BC - Rates	421.00	Rates Coro H Jan25
02-Jan-25	Wokingham BC - Rates	190.00	Rates Chapel H Jan25
02-Jan-25	Wokingham BC - Rates	1291.00	Rates-OC Jan25

Total Payments

122209.52

CLERKS IMPREST A/C

List of Payments made between 01/01/2025 and 31/01/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
08-Jan-25	(Personal Information)	30.00	Refund key deposit
08-Jan-25	(Personal Information)	200.00	Refund deposit
13-Jan-25	(Personal Information)	200.00	Refund deposit
22-Jan-25	(Personal Information)	114.40	Refund deposit
24-Jan-25	(Personal Information)	50.00	Refund deposit
24-Jan-25	(Personal Information)	75.00	Refund deposit
24-Jan-25	(Personal Information)	200.00	Refund deposit
24-Jan-25	(Personal Information)	15.00	Refund key deposit
29-Jan-25	(Personal Information)	200.00	Refund deposit
31-Jan-25	(Personal Information)	15.00	Refund key deposit
27-Jan-25	Adobe Systems Software Ireland	291.17	Acrobat Pro 25Jan25-24Jan26
07-Jan-25	Amazon Business Account	8.24	2ltr Hand scoop
07-Jan-25	Amazon Business Account	42.56	Heavy duty black sacks
08-Jan-25	Amazon Business Account	60.58	Large garden trolley
15-Jan-25	Amazon Business Account	47.89	Guide rail plunge saw
15-Jan-25	Amazon Business Account	47.89	Guide rail plunge saw
16-Jan-25	Amazon Business Account	18.94	Guide rail joining kit
16-Jan-25	Amazon Business Account	23.56	T hook manhole tool
17-Jan-25	Amazon Business Account	57.98	5 ltr Chem moss killer/sprayer
17-Jan-25	Amazon Business Account	25.99	Guide rail carry bag
22-Jan-25	Amazon Business Account	89.99	Round fence posts
22-Jan-25	Amazon Business Account	179.90	5MPH signs
29-Jan-25	Amazon Business Account	38.99	Toilet door lock
20-Jan-25	Centruywise Ltd	108.00	Pressure washer hose
09-Jan-25	DIY B&Q on-line	526.00	Building supplies
09-Jan-25	Driver & Vehicle Licensing Age	335.00	EN08 LXH-Van tax Feb25-Jan26
23-Jan-25	Fuel/Petrol Petty cash	62.50	Topup petty cash petrol
22-Jan-25	Lloyds Bank	58726.54	Net Jan 2025 payroll
10-Jan-25	Lloyds Bank D/D	16.43	Imprest 10Nov-9Dec24 fee
29-Jan-25	Massey Tractor Parts	16.30	Ferguson fan belt
23-Jan-25	PETTY CASH A/C	229.72	Topup petty cash
06-Jan-25	Sky Guard People safe	47.94	Monthly subscrip-Safeguard peo
22-Jan-25	The Defib Pad	53.82	Adult Defib pads
21-Jan-25	TV Licensing	169.50	OC TV License Jan25-Jan26
16-Jan-25	Yehlex UK	619.75	Club grade shuttlecocks

Total Payments

62944.58

Woodley Town Council**Current Account****List of Payments made between 01/02/2025 and 28/02/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
06-Feb-25	(Personal Information)	300.00	Routine pest control
06-Feb-25	(Personal Information)	220.00	Dec 24-Mkt Mgr
05-Feb-25	AGA Print Ltd	42.34	Sign/poster
06-Feb-25	AGA Print Ltd	124.96	Sign/poster/banners
07-Feb-25	Alan Hadley Ltd	462.00	Refuse collection
06-Feb-25	Allder Glass Ltd	818.87	O/C Hall glass replaced
20-Feb-25	Berkshire Lowland Search & Rescue	625.00	Christmas fayre marshalling
20-Feb-25	Blandy & Blandy LLP	1514.40	Professional service fee
20-Feb-25	BNP Paribas Leasing Solutions	415.20	Qtrly photocopier OC fee
20-Feb-25	Bowak Ltd	478.82	Cleaning supplies
06-Feb-25	Brake Bros Foodservice Ltd	305.12	Vending supplies
20-Feb-25	Brake Bros Foodservice Ltd	311.37	Vending supplies
20-Feb-25	Business Stream	52.27	Water rates
06-Feb-25	Castle Water	60.03	Water rates
07-Feb-25	Castle Water	3615.15	Water rates
20-Feb-25	Castle Water	88.60	Water rates
27-Feb-25	Castle Water	5.31	Water rates
28-Feb-25	Castle Water	42.99	Water rates
20-Feb-25	Castle Water Ltd	19.93	Water T Ctre 23Dec24-31Jan25
27-Feb-25	Churchill Contract Services Ltd	1884.67	Contract cleaning
06-Feb-25	Cloudy Group Ltd	10023.00	GovFin setup/training
20-Feb-25	Cloudy Group Ltd	1154.45	Monthly IT support
27-Feb-25	Cloudy Group Ltd	2010.00	GovFin subscription/training
03-Feb-25	Club Manager Ltd	106.80	Gym software support-new
27-Feb-25	CoolerAid Ltd	24.67	Bottled water
17-Feb-25	Crown Gas & Power	2786.02	Gas supply OC 31Dec24-31Jan25
17-Feb-25	Crown Gas & Power	606.54	Gas supplyCoro 31Dec24 27Jan25
17-Feb-25	Crown Gas & Power	583.89	Gas supplyChapel 31Dec24-27Jan
17-Feb-25	Crown Gas & Power	2595.37	Gas supplyWPLC 31Dec24-31Jan25
06-Feb-25	DANFO UK Ltd	717.72	Replace hand dryer
05-Feb-25	Earth Anchors Ltd	200.34	Red Bin sacks
20-Feb-25	Ecotricity	2200.82	Electric OC 1Dec24-1Jan25
20-Feb-25	Ecotricity	86.35	Electric Coro H 1Jan-27Jan25
20-Feb-25	Ecotricity	1938.97	Electric WPLC 1Jan-27Jan25
20-Feb-25	Ecotricity	66.58	Electric Chapel H 1Jan-27Jan25
20-Feb-25	Ecotricity	1411.20	Electric Depot 28Dec24-28Jan25
20-Feb-25	EDF Energy 1 Ltd	113.44	Electric-Clock
12-Feb-25	Epos Now Ltd D/D	30.00	WPLC till monthly support
27-Feb-25	Eventu	50.00	Monthly projector hire
06-Feb-25	Fresh Berkshire Ltd	457.20	Catering service
10-Feb-25	Global 4 Communications	5897.66	Early Termin-Hardware&setup
10-Feb-25	Global 4 Communications	1510.55	Phone/Mobiles
21-Feb-25	HMRC Cumbernauld	17758.20	Employee'r deducted from pay
05-Feb-25	JMVA Ltd	305.50	Hosting Website scubscription
27-Feb-25	JMVA Ltd	179.00	Website hosting charge
06-Feb-25	Lamps-Tubes Luminations Ltd	1192.50	Christmas lights removal
27-Feb-25	Les Mills Fitness UK Ltd	231.30	Gym live programme
14-Feb-25	Lloyds Bank D/D	410.57	Cardnet monthly service fee
20-Feb-25	LSW Secure Ltd	397.80	Keys cut
20-Feb-25	Lyreco UK Ltd	317.99	Stationery supplies
05-Feb-25	Me2 Club	250.00	Grant-Jan25
17-Feb-25	Merchant Rentals Ltd	19.50	Cardnet machine rental
17-Feb-25	Merchant Rentals Ltd	19.50	Cardnet machine rental
07-Feb-25	Origin Amenity Solutions	383.40	Gardening supplies
20-Feb-25	Pitney Bowes Ltd	253.00	Postage topup-Feb 25
21-Feb-25	Prudential	300.00	AVC deducted from pay
28-Feb-25	Public Works Loan Board	5874.06	PW505314 Capital/Interest
05-Feb-25	R.E.S. Systems Ltd	664.94	6m Fire alarm checks
06-Feb-25	R.E.S. Systems Ltd	840.00	6m Fire alarm checks
05-Feb-25	Reading Community Energy Soc Ltd	355.62	Solar Electric supply

06-Feb-25	SAS Land Services Ltd	960.00	Exavotor hire/delivery
06-Feb-25	SecureHeat	250.20	Monthly electric service
07-Feb-25	SecureHeat Ltd	330.76	Flat labour/parts
27-Feb-25	Select Environmental Services Ltd	880.04	Refuse collection
28-Feb-25	Siemens Financial Services	1236.62	Monthly gym equip hire
20-Feb-25	SLCC Enterprises Ltd	45.41	Charity Trustee book
20-Feb-25	Spot on Fitness Ltd	240.00	WPLC coach cover
20-Feb-25	SSE Energy Supply Ltd	242.23	Street electric supply
20-Feb-25	Technical Surfaces Ltd	399.00	3G Pitch service
20-Feb-25	Thames Valley Signs Ltd	3674.64	History timeline signs
20-Feb-25	Thames Valley Water Services Ltd	626.40	Monthly water/temp checks
21-Feb-25	The Berkshire Pension Fund	24063.29	Employee'r deducted from pay
20-Feb-25	Trade UK - Screwfix	1755.26	Building supplies
20-Feb-25	Travis Perkins Trading Co	29.96	Building supplies
20-Feb-25	Tudor Environmental	64.74	Gardening supplies
20-Feb-25	Wokingham Borough Council	1589.00	WTCP Street trading consent

Total Payments

112099.03

CLERKS IMPREST A/C

List of Payments made between 01/02/2025 and 28/02/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
05-Feb-25	(Personal Information)	50.00	Refund deposit
21-Feb-25	(Personal Information)	200.00	Refund deposit
25-Feb-25	(Personal Information)	200.00	Refund deposit
21-Feb-25	(Personal Information)	50.00	Refund deposit
21-Feb-25	(Personal Information)	171.50	Refund deposit
26-Feb-25	(Personal Information)	32.20	Refund deposit
10-Feb-25	Amazon Business Account	12.73	Plastic white curtain hooks
11-Feb-25	Amazon Business Account	32.98	Air Freshener refills
11-Feb-25	Amazon Business Account	35.75	Dishwasher rinse aid/stain rem
11-Feb-25	Amazon Business Account	57.60	Projector tripod stand
11-Feb-25	Amazon Business Account	159.99	Dehumidifier - Pro Breeze
12-Feb-25	Amazon Business Account	43.93	Ripple paper cups
14-Feb-25	Amazon Business Account	111.98	Bay Tree standard trees
18-Feb-25	Amazon Business Account	249.99	Pressure washer
18-Feb-25	Amazon Business Account	31.20	Rawplug plug clip
18-Feb-25	Amazon Business Account	56.98	Hot water tea urn
18-Feb-25	Amazon Business Account	31.36	Universal plug
18-Feb-25	Amazon Business Account	23.98	Metric hex ket set
18-Feb-25	Amazon Business Account	16.99	Washcloth towels
20-Feb-25	Amazon Business Account	85.00	Correx protection sheets
20-Feb-25	Amazon Business Account	18.47	Frog masking tape
25-Feb-25	Amazon Business Account	28.55	Sign-No Unauthorised access
25-Feb-25	Amazon Business Account	31.88	Sign-dummy fake camera
25-Feb-25	Amazon Business Account	22.99	AA Batteries
25-Feb-25	Amazon Business Account	33.58	Sign-24hr recording
25-Feb-25	Amazon Business Account	33.98	Washcloths towel sets
25-Feb-25	Amazon Business Account	11.89	Black wall clock
26-Feb-25	Amazon Business Account	15.94	Outdoor dummy camera
28-Feb-25	Amazon Business Account	34.95	Satin Sash rolls
04-Feb-25	Black Country Metal Works Ltd	190.00	Hercules tree guard
04-Feb-25	Chew Valley Trees	633.00	Acer autumn blaze/Prunus Kanza
14-Feb-25	Colour Frog	24.00	Clear vinyl graphics
26-Feb-25	Lloyds Bank	62039.40	Net Feb 2025 payroll
14-Feb-25	Lloyds Bank D/D	11.86	Imprest 10Dec24-9Jan25
18-Feb-25	Maiden Erlegh Launderette & Dr	105.00	Tables Clothes wash
28-Feb-25	MS Builders	100.00	Refund deposit
19-Feb-25	Replacement Keys	5.90	Key 378-Replacement key
28-Feb-25	RootsnRhythms Ltd	13.55	Refund deposit
05-Feb-25	Sky Guard	47.94	Monthly-People Safe
06-Feb-25	The Defib Pad	53.82	Adult defib pads

Total Payments

65110.86

Woodley Town Council**Current Account****List of Payments made between 01/03/2025 and 31/03/2025**

Date Paid	Payee Name	Amount Paid	Transaction Detail
06-Mar-25	(Personal Information)	440.00	Feb25 WTCP Mkt mgr
20-Mar-25	(Personal Information)	300.00	Routine pest control
21-Mar-25	(Personal Information)	115.00	Cllr photo head shots
27-Mar-25	AJGIBL GBP Client NST Account	5,264.95	WTC Insurance
20-Mar-25	Alan Hadley Ltd	462.00	Refuse collection
21-Mar-25	April Skies Accounting Ltd	524.30	2024/2025 Internal Audit
20-Mar-25	Blue Horizon Ventures Ltd	1,657.50	Alan Cornish AV study
20-Mar-25	Bowak Ltd	337.81	Cleaning supplies
06-Mar-25	Brake Bros Foodservice Ltd	300.27	Vending supplies
07-Mar-25	Brake Bros Foodservice Ltd	301.29	Vending supplies
21-Mar-25	Brake Bros Foodservice Ltd	307.26	Vending supplies
20-Mar-25	Brewers Decorator Centres	117.38	Decorating supplies
21-Mar-25	Brewers Decorator Centres	359.00	Decorating supplies
21-Mar-25	Carbon Footprint Ltd	450.00	Carbon Management consult
20-Mar-25	Castle Water	3,616.31	Water rates
19-Mar-25	Castle Water Ltd	13.45	Water Town Ctr 1Feb25-28Feb25
21-Mar-25	Churchill Contract Services Ltd	1,884.67	Contract cleaning
20-Mar-25	Cloudy Group Ltd	1,154.45	Monthly IT support
03-Mar-25	Club Manager Ltd	106.80	Monthly gym support-Mar25
21-Mar-25	CoolerAid Ltd	37.01	Bottled water
20-Mar-25	Crown Gas & Power	2,253.00	Gas supply-WPLC Feb 25
20-Mar-25	Crown Gas & Power	727.68	Gas supply Chapel Feb 25
20-Mar-25	Crown Gas & Power	612.78	Gas supply Coro H Feb 25
20-Mar-25	Crown Gas & Power	2,469.70	Gas supply OC Feb 25
07-Mar-25	Drain Surgeons UK Ltd	276.00	Empty Cesspit-Depot
20-Mar-25	Ecotricity	2,300.51	Electric O/C 1Feb25-1Mar25
20-Mar-25	Ecotricity	2,191.55	Electric WPLC 27Jan25-28Feb25
20-Mar-25	Ecotricity	144.35	Electric Coro 27Jan25-28Feb25
20-Mar-25	Ecotricity	84.45	Electric Chapel 27Jan-28Feb25
20-Mar-25	Ecotricity	1,232.98	Electric Depot 28Jan25-28Feb25
20-Mar-25	EDF Energy 1 Ltd	105.92	Electric-Clock
12-Mar-25	Epos Now Ltd D/D	30.00	Monthly WPLC till support
21-Mar-25	Eventu	50.00	Monthly projector hire
06-Mar-25	Fresh Berkshire Ltd	84.00	Catering service
21-Mar-25	HMRC Cumbernauld	17,184.13	Employee'r deducted from pay
20-Mar-25	IBS Office Solutions Ltd	432.24	Print/copy Nov24-Feb25
06-Mar-25	K2 Associates UK Ltd	540.00	Staff OHA referral
20-Mar-25	Keep Britian Tidy	450.00	Green Flag 25/26 application
27-Mar-25	Les Mills Fitness UK Ltd	231.30	Gym - live program
04-Mar-25	Lloyds Bank D/D	45.26	Current 10Jan25-9Feb25
14-Mar-25	Lloyds Bank D/D	463.07	Cardnet fee 1Feb25-28Feb25
21-Mar-25	Lyreco UK Ltd	77.18	Stationery supplies
17-Mar-25	Merchant Rentals Ltd	19.50	Cardnet Machine rental
17-Mar-25	Merchant Rentals Ltd	19.50	Cardnet Machine rental
07-Mar-25	Miss F A Lane	1,658.80	History Time line
20-Mar-25	National Association of Local Councils	42.00	Staff training
21-Mar-25	Prudential	300.00	AVC deducted from pay
31-Mar-25	Public Works Loan Board	844,298.08	PWLB loan repayments
06-Mar-25	Royal Mail Group Ltd	949.58	Herald door to door
06-Mar-25	SecureHeat	250.20	Monthly-elec service
27-Mar-25	Select Environmental Services Ltd	973.41	Refuse collection
12-Mar-25	SGW Payroll Ltd	149.66	Monthly Payroll service fee
28-Mar-25	Siemens Financial Services	1,236.62	Monthly gym equip rental
20-Mar-25	SLCC Enterprises Ltd	204.00	Staff training
06-Mar-25	SOS Ltd	23,685.41	O/C Theatre installation
06-Mar-25	Spot on Fitness Ltd	120.00	WPLC coach cover
07-Mar-25	SSE Energy Supply Ltd	218.79	Street electric supply
20-Mar-25	SurveyMonkey Europe UC	840.00	Annual Team advantage plan
21-Mar-25	Technical Surfaces Ltd	399.00	3G Matchfit plus
07-Mar-25	Thames Valley Water Services Ltd	210.00	Monthly water/temp check

21-Mar-25	The Berkshire Pension Fund	23,759.47	Employee'r deducted from pay
20-Mar-25	Trade UK - Screwfix	253.24	Building supplies
20-Mar-25	Travis Perkins Trading Co	34.31	Building supplies
20-Mar-25	Tudor Environmental	1,749.66	Gardening supplies
27-Mar-25	WorkNest Ltd	2,592.00	Human Resources settlement
20-Mar-25	Workwear Express Ltd	119.68	Staff uniform

Total Payments 953,818.46

CLERKS IMPREST A/C

List of Payments made between 01/03/2025 and 31/03/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
03-Mar-25	(Personal Information)	200.00	Refund deposit
12-Mar-25	(Personal Information)	75.00	Refund deposit
12-Mar-25	(Personal Information)	75.00	Refund deposit
12-Mar-25	(Personal Information)	200.00	Refund deposit
19-Mar-25	(Personal Information)	100.00	Refund deposit
19-Mar-25	(Personal Information)	200.00	Refund deposit
19-Mar-25	(Personal Information)	30.00	Refund Allot key
25-Mar-25	(Personal Information)	200.00	Refund deposit
25-Mar-25	(Personal Information)	75.00	Refund deposit
03-Mar-25	Amazon Business Account	44.99	120 pcs Tool kit
06-Mar-25	Amazon Business Account	26.99	Sharp-Edge Soil Rake
06-Mar-25	Amazon Business Account	24.98	Industrial Square Shovel
07-Mar-25	Amazon Business Account	86.99	Wheel Barrow-Plastic tray
11-Mar-25	Amazon Business Account	57.36	Hand jack lift tool
11-Mar-25	Amazon Business Account	22.98	Electric 1.7L kettle
14-Mar-25	Amazon Business Account	25.99	Glass water jugs 1.5 Ltr
24-Mar-25	Amazon Business Account	180.74	Handle close grip cable
24-Mar-25	Amazon Business Account	28.89	Kettlebell weights
24-Mar-25	Amazon Business Account	28.89	Kettlebell weights
24-Mar-25	Amazon Business Account	28.89	Kettlebell weights
26-Mar-25	Amazon Business Account	210.94	First Aid Station
26-Mar-25	Amazon Business Account	210.94	First Aid station
31-Mar-25	Arthur J Gallagher	41,560.75	AJG Comm/Terrorism insur
10-Mar-25	Badgemaster Limited	64.74	Staff name badges
20-Mar-25	Calgary Just Companies Limited	458.99	Mountfield S461R petrol mower
27-Mar-25	Fuel/Petrol Petty cash	50.01	Topup petrol petty cash
07-Mar-25	Greek Orthodox	200.00	Refund deposit
25-Mar-25	HMRC PAYE	82.25	PAYE&NI Month 10
18-Mar-25	HSS Hire Service Group	1,041.60	Staff training-Moblie towers
26-Mar-25	Lloyds Bank	60,900.55	March 25-Net payroll
14-Mar-25	Lloyds Bank D/D	15.75	Imprest 10Jan25-9Feb25
17-Mar-25	Maiden Erlegh Launderette & Dr	95.00	Laundry-Chair cover/table clot
24-Mar-25	Peninsula Business Services Lt	811.03	Employment/Online services
27-Mar-25	PETTY CASH A/C	212.21	Topup petty cash
05-Mar-25	Skyguard	47.94	People Safe-Skyguard
21-Mar-25	Snapfish	2.99	Photo prints
24-Mar-25	Yehlex UK	797.50	Yehlex club grade shuttles
Total Payments		108,475.88	

YOUTH SERVICE STRATEGY 2025-2030

DRAFT

Version	2.0
Created by	Matthew Filmore – Deputy Town Clerk
Date approved	
Approved by	

DRAFT

1. Purpose

1. This strategy aims to create a framework against which, during the period 2025 to 2030, the Council will seek to procure services and activities which support the holistic development of children and young people within Woodley.
2. This strategy replaces the Council's previous 'Strategy for Youth Services – 2022-27'.

2. Background

History

3. Whilst local councils have no statutory duty to provide youth services, Woodley Town Council has historically chosen to provide funds to support the provision of youth services in the area.
4. In 1992, the Town Council invested funds in the Airfield Youth and Community Centre under an agreement to support the youth services being provided by Berkshire County Council and, subsequently, Wokingham Borough Council. Over time, services reduced and eventually ceased. In 2019, following the dissolution of the agreement, the Council received £89,400. These funds were placed in an earmarked reserve "for capital expenditure for the benefit of young people in Woodley", where they remain.
5. From the early 2000's, the Town Council also chose to fund detached youth work in and around Woodley. Most recently, this was provided via a Service Level Agreement (SLA) with an external youth service provider, with the last SLA ceasing in November 2020.

Strategy for Youth Services 2022-2027

6. Before seeking to establish a new SLA for tender, the Council determined to develop a Strategy for Youth Services ('the Strategy'), the aim being to set out a framework for the basis of any future youth service provision and identify approaches that would be achievable and provide most benefit based on the existing funding commitment (circa £27k per annum).
7. The 'Strategy for Youth Services 2022-2027' was developed during 2021 and adopted at Full Council in December that year.
8. During 2022 a new SLA was developed and a formal invitation to tender was published in the Autumn, to which no responses were received.
9. In June 2023 it was determined that the Council should re-visit how to achieve its aims to provide youth services, in line with the Strategy, and a working group was setup in September 2023 to undertake this work.
10. Following a period of extensive research and consultation with stakeholders, including young people, external youth service providers, Wokingham Borough Council and Thames Valley Police, the working group submitted recommendations to the Leisure Services Committee. These were approved in November 2024.
11. The following strategy document reflects the recommendations of the working group.

3. Strategy for Youth Services - 2025-2030

Commitment

12. The Council commits to supporting the provision of targeted support services to children and young people in Woodley.

Strategic Aims

13. Through the provision of these services, the Council seeks to:

- A. Address young people's mental health and wellbeing, feelings of isolation / loneliness and physical health and wellbeing
- B. Give young people stronger voices at local community and local government levels
- C. Provide safe and appropriate opportunities to meet and have fun with friends
- D. Widen the diversity of activities and opportunities for young people
- E. Work within the available WTC budget
- F. Provides opportunities for additional funding (eg per event, matched funding, sponsorship)
- G. Enables arrangements for the first five years of Youth Service delivery
- H. Can respond flexibly to changes in the interests and preferences of young people
- I. Can be cost-effectively managed by WTC, Community Youth Partnership (CYP) and other partners as appropriate

14. To achieve these aims, the Council will seek to facilitate and coordinate the provision of a variety of youth services and activities, delivered in partnership with external agencies.

Focus

15. The Council will prioritise funding services which:

- Target children and young people aged 9 to 21, with a specific focus on supporting those who are deemed to be, or preventing those who may become, vulnerable - especially those not currently engaging with an existing youth provision.
- Focus on delivering provision during school holidays and / or on Friday evenings between 3pm and late, although additional provision on Mondays to Thursdays - between 3pm and 7pm – and during national holidays / events; i.e. Halloween, may also be supported.
- Provide a setting for young people to meet, chat and spend time with friends.

Delivery

16. The Council will be flexible and open to proposals which achieve the Council's strategic aims, with the expectation that services will be delivered via:

- regular activity led sessions; for example, sports, music, arts or other appropriate workshops, training and courses; and / or
- irregular activity led sessions; for example, competitions, one off workshops / activity sessions, structured trips.

Location

17. The Council will only fund services which take place within the Woodley Town Council boundary.

18. Additionally, to support ongoing provision, the Council will seek to provide a mobile venue (e.g. a van, converted bus or trailer) from which services / activities may be delivered.
19. The Council will also support provision through the use of other venues and facilities, whether owned by the Council or not, where agreement can be reached, as appropriate to the service / activity being delivered.

4. Review

20. This strategy will be reviewed annually to ensure it remains fit for purpose.
21. In the absence of any significant changes, this strategy should be reviewed and updated during the 2029/30 municipal year for the next period, as appropriate.

BUDGET SETTING REPORT – CHART UPDATE**Proposed Process - UPDATED**

Planning & Pre-consultation Phase		
June - July	Prepare Residents' Consultation	Officers to draft residents' consultation to seek views on future priorities and precept levels.
Consultation Phase		
August - September	Residents' Consultation	6-week residents' consultation, supported by engagement sessions at the Council's Picnic in the Park event (August), drop-in sessions (town centre / oakwood centre / WPLC), and household leaflet drop (early September).
September	Consultation Response Analysis & Internal Circulation	Officers to analyse consultation responses, circulating analysis to all Councillors and inviting views and feedback on priorities.
Provisional Budget Preparation		
October	Revise Estimates & Prepare Future Budget Forecasts	Officers to revise current year budgetary position based on known changes and prepare initial forecast budget for the forthcoming year, reflecting views from residents and Councillors.
November	Committee Review	Initial forecast budgets presented to Committees during the November meeting cycle for consideration and comment.
Final Budget Preparation & Approval		
December	Final Budget Preparation	Officers to further revise current year budgetary position based on known changes, and finalise future year's forecast budget, taking into account Committee comments.
January	Committee Budget Presentation	Final proposed budgets presented to Committees for the forthcoming year, to consider recommending their approval at Full Council.
February	Final Budget Approval	Final budget presented to Full Council for approval.

	JOB DESCRIPTION
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Job title	Democratic Support & Allotments Officer
Location	The Oakwood Centre Headley Road Woodley RG5 4JZ
Reports to	Deputy Town Clerk
Grade	NJC SCP 18-22 (increments subject to satisfactory performance established through annual appraisal)
Type of position	Permanent, Full Time
Hours of work	37 hours per week; plus occasional evening & weekend work to support meetings and events, when required, for which time off in lieu will be provided

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

COUNCIL PURPOSE
Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role. As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.

FINANCIAL/ORGANISATION
• Precept 2024: £1,164,500 • Budgeted Expenditure 2024/25: £2,294,888 • Town Councillors: 25 • Wards: 9 • Staff: 55 total (28 Full Time Equivalents) • Population est: 28,000
DEPARTMENT STRUCTURE CHART

Organisation chart attached

MAIN DUTIES

Job Scope

To provide support to the Town Clerk and Deputy Town Clerk in the operation of the Council's democratic services.

To be responsible for the day-to-day management of allotment tenancies and operations.

To manage the Town Mayor / Deputy Town Mayor's diary of engagements.

To provide additional cover for the Town Council's reception desk activities, including responding to general enquiries received by phone, email and in-person, and assisting with other office administrative tasks where required.

Responsibilities

1.	Democratic Services:
1.1	Provide effective administrative support to the Council, its committees and Members.
1.2	Collate agendas and paperwork for all Council meetings, including committees and the annual Town Meeting, and publish / circulate these along with relevant meeting notices in accordance with statutory requirements / timescales and good practice.
1.3	Maintain records and archives of all agendas and minutes and ensure these are published on the Council's website in a timely fashion.
1.4	Assist with actioning matters arising from meetings, as appropriate.
1.5	Maintain records of attendance at Council meetings, monitoring Members' attendance in line with statutory requirements.
1.6	Provide basic information and advice to Members regarding Council meetings and processes, as appropriate.
1.7	Maintain and keep the register of Members' declaration of interests updated, highlighting any issues to the Town Clerk.
1.8	Manage the receipt and processing of notification letters received from Wokingham Borough Council and other organisations relating to planning and licensing matters.
1.9	Maintain a database of planning application consultations received and take responsibility for sending neighbour notification letters.
1.10	Submit comments to the Planning Authority on behalf of the Council following consideration from the relevant committee.
1.11	Where required, occasionally attend meetings of the Council's committees.
1.12	Maintain a record of Council representatives to outside bodies and liaise with those outside body organisations as required.

1.13	Take receipt and maintain records of grant applications received and their outcomes, ensuring public records on the Council's website are kept up to date.
2.	Allotments
2.1	Day-to-day management and administration of allotment tenancies, including the issuing of tenancy agreements.
2.2	Liaison with existing and prospective tenants, including managing correspondence from plot holders, undertaking site visits, as required, including meeting with current and prospective tenants, issuing invoices and keys, and maintaining records of deposits taken.
2.3	Maintain the allotments database
2.4	Primary contact for the Allotment Tenants' Committee representatives, including regular attendance at meetings and liaison with committee members.
3.	Mayoral Engagements
3.1	Act as the Mayor's Secretary, managing the Mayor's diary, collating and responding to Mayoral invites, liaising with the Mayor & Deputy Mayor as necessary, and managing chain permission requests.
4.	Additional Responsibilities:
4.1	Provide cover for the council office reception desk and assist, as part of a team, with responding to contact from residents and visitors to the Council, whether in-person, via telephone or email.
4.2	Assist with other general Council tasks, including providing support to other senior officers and suitable cover for administrative staff and activities, as and when required.
4.3	Carry out any other reasonable duties required consistent with both the grade and the scope of the post.
5.	Other Information
5.1	Carry out all duties whilst ensuring the Health and Safety of resources within the post holder's responsibility, ensuring that personal responsibilities of Health and Safety, as laid down in the Health and Safety at Work Act, are followed.
5.2	Maintain the highest levels of discretion and confidentiality.
5.3	Maintain the standards of service set by the Council.
5.4	Commit to Woodley Town Council's inclusivity policy and values, treating colleagues and customers with dignity and respect.
<i>This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.</i>	

	JOB DESCRIPTION
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Job title	Communications & Events Manager
Location	The Oakwood Centre Headley Road Woodley RG5 4JZ
Reports to	Deputy Town Clerk
Grade	NJC SCP 29-33 (increments subject to satisfactory performance established through annual appraisal)
Type of position	Permanent, Full Time
Hours of work	37 hours per week; plus occasional evening & weekend work to support events, when required, for which time off in lieu will be provided

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

COUNCIL PURPOSE
Woodley Town Council is an active, professional, competent, and progressive town council. Staff are provided with job security and fulfilment, as well as the opportunity to develop and grow within their role. As the town has grown so have the services provided by the Town Council. The Town Council is responsible for a number of parks and open spaces, play areas, allotments, community halls, street lighting and bus shelters, planning consultation, The Oakwood Centre and Woodford Park Leisure Centre. The Council also gives grants to local community organisations and individuals and represents residents on wider issues.

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DEPARTMENT STRUCTURE CHART
Organisation chart attached

MAIN DUTIES	
Job Scope	
To lead on the development of marketing and communication strategies, ensuring quality, consistency and effectiveness of all Town Council publicity and marketing activities across all services. To manage and deliver the Town Council's publicity and marketing requirements in line with the priorities set by the Council and Senior Officers, with a focus on effectively promoting Council activities and initiatives within and around Woodley via a range of communication channels. To coordinate Town Council managed public events, with the exception of events managed by the Woodley Town Centre Partnership.	
Responsibilities	
1.	Strategy
1.1	To develop marketing and communication strategies which seek to improve the quality and effectiveness of all Council publicity and marketing activities.
1.2	To develop and maintain the Council's brand book, communicating this to staff as necessary, and ensuring consistent quality, design and brand identity standards are maintained across all Council services.
1.3	To work with the Council's PR & Marketing Sub Committee and / or any equivalent committees.
2.	Publicity & Marketing
2.1	To produce the Council's news, information, marketing and publicity output, in line with the priorities set by the Council and Senior Officers, and coordinate publication via suitable channels, including the Council's website, social media and other suitable outlets.
2.2	To produce, edit, maintain and monitor relevant areas of the council's websites, including the Council's news posts.
2.3	To collate, design and produce the Council's bi-annual newsletter - the Woodley Herald.
2.4	To design and produce Council signage, including building signs, in line with the Council's brand standards.
2.5	To ensure Council noticeboards are maintained to a good standard and kept up to date, including removing out of date or inappropriate information.
2.6	To build and maintain relationships with partners and other organisations, including local media, to help generate publicity for the Council.
2.7	To identify opportunities to publicise and market Council events and activities using appropriate media.
2.8	To assist all staff with any publicity or marketing requirements, as required.
2.9	To arrange / source appropriate imagery, photography and designs for use across Council media platforms, as required, ensuring compliance with relevant copyright legislation.
3.	Events
<i>The below excludes Woodley Town Centre Partnership and Woodford Park Leisure Centre events.</i>	

3.1	To manage and coordinate public events operated by the Town Council, with the assistance of all staff as required; as examples, these may include events such as 'Picnic in the Park', Armistice Day, Community Heroes Awards, Mayor's Charity Event.
3.2	To attend Council events, as and when required – where these fall outside of normal working hours, time off in lieu will be provided.
3.3	To lead on sourcing and coordinating suitable numbers of staff / volunteers to support the running of events.
4.	Additional Responsibilities:
4.1	Carry out any other reasonable duties required consistent with both the grade and the scope of the post.
5.	Other Information
5.1	Carry out all duties whilst ensuring the Health and Safety of resources within the post holder's responsibility, ensuring that personal responsibilities of Health and Safety, as laid down in the Health and Safety at Work Act, are followed.
5.2	Maintain the highest levels of discretion and confidentiality.
5.3	Maintain the standards of service set by the Council.
5.4	Commit to Woodley Town Council's inclusivity policy and values, treating colleagues and customers with dignity and respect.
<i>This document describes in general terms the duties and responsibilities of the post at the time it was drafted. This is not to be taken as exhaustive nor exclusive, and duties may be varied at any time, in consultation with the postholder, to meet the needs of the service. Such variations are a common occurrence and cannot, of themselves, justify reconsideration of the grading of the post.</i>	

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Minutes of a Meeting of the Planning and Community Committee held at the Oakwood Centre on Tuesday 29 April 2025 at 7:45 pm

Present: *Councillors: D. Bragg (Deputy Chairman); K. Baker; L. Guttridge; J. Sartorel; P. Singh;*

Officers present: *K. Murray, Town Clerk;*

Also present: *Cllr R. Horskins (virtual attendance)
Councillors: B. Rowland
3 members of the public*

199. **APOLOGIES**

Apologies for absence were received from Councillors Horskins, Jewell, Lewis, Soane and Taylor. Councillor Horskins attended the meeting virtually.

200. **DECLARATIONS OF INTEREST**

There were no declarations of interested made by Members.

201. **MINUTES OF THE PLANNING AND COMMUNITY COMMITTEE MEETING HELD ON 1 APRIL 2025**

RESOLVED:

- ♦ That the minutes of the Planning and Community Committee meeting held on 1 April 2025 be approved and be signed by the Chairman as a true and accurate record.

202. **ACTIONS / FOLLOW UPS**

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

27 February – Minute 188

Councillor Baker asked that Councillor Taylor provide an update to the committee on the level of involvement from representatives of active local cycling organisations.

203. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

204. **PLANNING DECISIONS**

RESOLVED:

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

205. **PLANNING APPEALS**

RESOLVED:

- ♦ To note the following decision made by the Planning Inspectorate in relation to a planning appeal:

Application: 242124
Location: 32 Wilmington Close, Woodley, Wokingham, RG5 4LR
Proposal A ground floor wraparound extension, first floor side extension, internal alterations and all associated works.
(Woodley Town Council had no objections to the proposal.)
Decision: The appeal was dismissed.

206. **PRIOR APPROVAL APPLICATION**

RESOLVED:

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

Application: 250904
Location: 7 Hitch Hill Close, Earley, Wokingham, RG6 1FT
Proposal Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4.00m, for which the maximum height would be 3.57m and the height of the eaves 2.55m.

207. **LISTED BUILDING CONSENT APPLICATION**

RESOLVED:

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

Application: 250792
Location: 11 Headley Road, Woodley, Wokingham, RG5 4JB
Proposal Application for Listed Building consent for the proposed windows and front porch replacement.

208. **REVIEW OF PREMISES LICENCE APPLICATION**

RESOLVED:

- ♦ To note the application for a review of a premises licence received by Wokingham Borough Council in relation to Brecon Road Food & Wine, 1 The Parade, Brecon Road, Woodley, RG5 4PS and that, as comments were required to be submitted prior to this meeting, details were circulated to Members via email and no objections raised.

209. **CYCLING & WALKING TASK & FINISH WORKING GROUP**

RESOLVED:

- ♦ To note Report No. PC 3/25 of the Cycling & Walking task and finish working group meeting which took place on 22 April 2025.

210. **TRANSPORTATION & HIGHWAYS**

210.1 **Community Speedwatch**

There was no update.

210.2 **Highways Issues**

There were no highways issues raised by Members.

211. **COMMUNITY ISSUES**

There were no community issues raised by Members.

212. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ♦ To note receipt of the following:
 - Promise Inclusion newsletter – March 2025

213. **FUTURE AGENDA ITEMS**

There were no future agenda items suggested by Members

214. **PUBLICITY/WEBSITE**

It was suggested that the progress of the Cycling and Walking Task & Finish Working Group could be publicised on the Council website.

215. **ENFORCEMENT ISSUES**

RESOLVED:

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

The meeting closed at 8.27 pm

Woodley Town Council

Observations on the following Planning Applications made at the Planning & Community Committee meeting held on 29 April 2025

Application No. & Address	Proposal
250730 25 Colemans Moor Lane, Woodley, Wokingham, RG5 4BT	Householder application for the proposed erection of a part single, part two storey side/rear extension, following demolition of existing porch, conservatory and garage.
Observations: Members of the Planning & Community Committee have considered this application and wish to object to the proposed design on the following grounds: Over development The Committee also requested that should the application be approved, the concerns of neighbouring residents and particularly the resident of no. 23 Colemans Moor Lane, be taken into consideration.	
250831 72 Bungalow 72b, Headley Road, Woodley, Wokingham, RG5 4JE	Householder application for the proposed erection of a single storey side extension plus changes to fenestration.
Observations: No objections.	
250878 146 Butts Hill Road, Woodley, Wokingham, RG5 4NY	Householder application for the proposed erection of 1no. detached outbuilding.
Observations: No objections.	
250909 42 Dunbar Drive, Woodley, Wokingham, RG5 4HA	Householder application for proposed erection of a single storey rear extension following conversion of existing garage to create habitable accommodation.
Observations: No objections.	
250651 120 Fairwater Drive, Woodley, Wokingham, RG5 3JB	Householder application for a proposed single storey side and rear extension.
Observations: No objections.	

250755 53 Drovers Way, Woodley, Wokingham, RG5 3PH	Householder application for the proposed erection of a single storey rear extension following demolition of the existing rear canopy roof and detached outbuilding.
Observations: No objections.	
250759 45 South Lake Crescent, Woodley, Wokingham, RG5 3QJ	Householder application for the proposed erection of a single storey side extension following demolition of the existing single storey side extension, plus changes to fenestration.
Observations: No objections.	
250796 1 Kingfisher Drive, Woodley, Wokingham, RG5 3LG	Householder application for the proposed garage conversion into habitable accommodation to form an annexe. Plus, a front canopy over the porch and changes to fenestration.
Observations: No objections.	
250807 26 Fitzroy Crescent, Woodley, Wokingham, RG5 4EU	Householder application for proposed erection of a new conservatory following the demolition of the existing.
Observations: No objections.	
250823 Land at Headley Road East, Woodley, Wokingham, RG5 4SN	Application to vary condition 32 of planning consent 213106 (granted at appeal, ref: APP/X0360/W/22/3306963), as varied by Section 73 of Town and Country Planning Act 1990 (as amended) planning permission 242532, for the proposed erection of 5 no. buildings for commercial development to provide flexible light industrial, general industrial, and storage and distribution uses, with ancillary offices, associated car parking, formation of new accesses, and landscape planting, following demolition of existing buildings. Condition 32 refers to the timing of deliveries at units 9 and 10 and the proposal is to vary the condition to lift the restriction in respect of Unit 9 only.
Observations: The Planning & Community Committee have considered this application. It was noted that the wording appears identical to the previous application No. 241926 which has already been approved.	
243015 25 Kingsford Close, Woodley, Wokingham, RG5 4DT	Householder application for proposed two storey side extension.
Observations: No objections.	

250913 13 Wilmington Close, Woodley, Wokingham, RG5 4LR	Householder application for the proposed erection of a single storey front extension to form porch, following demolition of existing porch.
Observations: No objections.	
250923 59 Woodlands Avenue, Woodley, Wokingham, RG5 3HF	Householder application for the proposed erection of a single storey rear extension following part demolition of existing living/dining room and chimney, plus conversion of the loft, including the insertion of 2no. dormers to create first floor habitable accommodation.
Observations: No objections.	
250932 179 Loddon Bridge Road, Woodley, Wokingham, RG5 4BP	Full application for the proposed erection of 1no. 4 bedroom dwelling to include rooflights plus restoration of entrance brick wall following demolition of existing dwelling.
Observations: No objections.	

Woodley Town Council

**Report of a virtual meeting of the Annual Town Meeting Sub Committee held on
Tuesday 25 March 2025 at 12.00pm**

Members Present: Councillors: J. Anderson (Chairman); Y. Edwards; R. Horskins;
M. Kennedy

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

1. APOLOGIES

No apologies for absence were received from members of the sub committee.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

3. TERMS OF REFERENCE

Members noted the sub committee's current terms of reference, as provided in the agenda, and did not highlight any necessary changes.

4. 2025 ANNUAL TOWN MEETING

Members were agreed that meeting should follow the same pattern as last year, with the Community Hero Awards and a themed focus being incorporated into the meeting. Following discussion, it was agreed the Community Hero Awards would take place at the end of the meeting rather than the beginning,

Members noted that council had a statutory requirement to hold the town meeting. It was noted that, in an election year, it would be beneficial for the Council not to hold the meeting prior to elections, although it was recognised the legal requirement was for the meeting to take place between 1 March and 1 June.

It was noted that this year's town meeting would take place on Thursday 22 May, as approved by Full Council in December, and that this clashed with a Wokingham Borough Council meeting. It was requested in future years this be avoided. This year, it was suggested an email be sent to those Town Councillors who are also Borough Councillors to ensure they are aware.

Members asked that invites be sent to the MP, Thames Valley Police and Wokingham Borough Council officers as soon as possible, and that they be advised they are being invited in case any questions pose relate to areas of their responsibility.

Members noted that Officers were planning again to provide a refreshment offering after the meeting, which they are aiming to arrange with Crumbs.

It was agreed the themed section of the meeting should be around volunteering for local community groups and charities. It was suggested between 5 and 6 organisations could be invited to take part by providing a short 5-minute presentation about themselves, highlighting their aims, a case study, and what they feel they need to support their activities. Members noted the intention was to contact organisations with which the council has an existing relationship, which could include the Friends of Woodford Park, Woodley Adopt a Street, the Allotments Committee and Woodley Volunteer Centre.

It was noted the aim of this was to provide these groups with a platform to promote themselves and encourage volunteering, as well as providing an opportunity to meet with similar organisations and help kick start better engagement with the council. A suggestion was made that this could lead to a council organised event later in the year where such organisations could hold stalls at the Oakwood Centre and promote themselves.

Members noted the meeting must formally be chaired by the Mayor, but that the Deputy Town Clerk could also present elements. It was agreed the rough structure of the event should be as follows:

- 7pm start
- Brief introduction setting out format of the evening – Mayor
- Presentations – Community Groups / Charities
- Presentation Q&A's
- Formal introduction – Mayor
- Council presentation on role / responsibility / projects – Deputy Town Clerk
- Electors Q&A's

The meeting closed at 12.42 pm

Woodley Town Council

END OF YEAR BUDGET REPORT – 2024/25

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of the End of Year Budget position for 2024/25.

Information and context

Details of final income and expenditure figures as at the end of the 2024/25 financial year, along with both the original budget forecast and revised estimate figures, are set out in the **Appendix A**.

Income

Income across the council (excluding precept) ended at £1,220,146. This was £255,939 higher than the original budget forecast, and £19,147 higher than the revised estimates.

Additional income in year above the original budget was primarily due to:

- Funds received in respect of land at Silver Fox Crescent (£70k)
- Funds released to the general reserve from ear marked reserves (£60k)
- Strong income at Woodford Park Leisure Centre (£106k)
- Strong income at the Oakwood Centre (£14k)

Expenditure

Expenditure ended the year at £2,384,445. This is £89,727 higher than the original budget forecast, but £87,346 lower than the revised estimates.

The primary reason expenditure in year deviated from the original budget was due to additional allocations, totaling £194k, made in year to earmarked reserves to fund projects, including Allotment Roadways, Christmas Lighting, Climate Emergency, IT infrastructure, Council meeting AV equipment, History Timeline, Theatre consultant.

Net Expenditure

This equates to Net Expenditure of -£202 over the year; £166,213 above the original budgeted net expenditure for 2024/25, and £106,494 above the revised estimates.

This leaves the council's General Reserve at £789,262* at the start of the 2025/26 financial year.

**The general reserve figure presented may differ to the final accounts by a matter of £'s due to rounding.*

2025/26 Budget Forecasts

The approved 2025/26 budget is included for reference in **Appendix A**.

When budgets were approved, the forecast general reserve position as at 31 March 2026 was £544,216. In light of the end of year figures, this is now revised to £650,709.

However, since budgets were presented and approved in February, Officers have already identified a number of known impacts expected during the year, as follows:

Income

CIL income received above budget	+£4,431
Oakwood Centre room hire / letting income underestimated in budget; budget set at £76,785 but centre achieved £102,342 in 2023/24 and £104,662	+£30,000
CCLA interest expected to be less than budget – Oakwood Centre capital loan repayment, believed to be due for payment in September 2025, actually due and repaid in March 2025	-£13,000
	+£21,431

Expenditure

Blue Horizon Ventures Consultants (Alan Cornish Theatre refurb) approved at S&R - April 2025	+£8,925
Reduced capital loan repayment due as repayment made in March 2025 rather than September 2025	-£12,500
	-£3,075

Additionally, at S&R in April 2025, £80k was approved for the installation of a pergola to the front of the Oakwood Centre – this is to be funded from the Capital Programme earmarked reserve and so does not impact the general reserve position.

S&R also approved, in principle, £132k to fund technical upgrades to the Alan Cornish Theatre. The precise method of funding has not yet been determined, but it is likely to be from a variety of sources, including the general reserve, earmarked reserves, grant funding and loans.

2025/26 Net Expenditure & General Reserve

The above impacts are expected to decrease the forecast net expenditure for 2025/26 in year by £24,506 to £114,046.

This means that the revised general reserve position at 31 March 2026 is expected to be £675,216, which is £131,000 higher than forecast when budgets were approved.

Recommendations

- ◆ **That Members note the contents of the report.**

WOODLEY TOWN COUNCIL
2024/25 BUDGET UPDATE & 2025/26 BUDGET FORECAST

	2024/25			2025/26 Forecast Budget (Recommended by S&R - Jan 2025)
	Budget	Revised Est	End of Year	
EXPENDITURE				
Budgetary Committees				
S & R Committee	1,444,797	1,629,037	1,553,895	1,233,568
Leisure Services Committee	819,921	812,754	800,550	1,111,724
Planning & Community	30,000	30,000	30,000	23,210
TOTAL	2,294,718	2,471,791	2,384,445	2,368,502
<i>comparison to 24/25 budget</i>		<i>107.7%</i>	<i>103.9%</i>	
INCOME				
Budgetary Committees				
S & R Committee	376,977	520,055	524,302	369,325
Leisure Services Committee	587,230	680,944	695,844	694,866
<i>Sub Total</i>	964,207	1,200,999	1,220,146	1,064,191
Precept				
<i>Tax base multiplied by</i>	<i>Tax Base</i>			
<i>band D = precept</i>	<i>Band D</i>			
	<i>Sub Total</i>			
	<i>Precept Change</i>			
	2,128,707	2,365,499	2,384,646	2,229,950
<i>comparison to 24/25 budget</i>		<i>111.1%</i>	<i>112.0%</i>	
TOTAL NET EXPENDITURE	-166,011	-106,292	202	-138,552
Impact on General (Unallocated) Reserve				
<i>Starting Balance (1 April)</i>	<i>789,060</i>	<i>789,060</i>	<i>789,060</i>	<i>789,262</i>
<i>Closing Balance (31 March)</i>	623,049	682,768	789,262	650,709

STRATEGY AND RESOURCES COMMITTEE BUDGET SUMMARY

		2024/25	2024/25	2024/25
		Budget	Revised Est	EOY
INCOME				
Cost Centre	Description			
101	Central Costs	9,130	76,319	85,509
102	Democratic Costs	0	0	0
103	Corporate Management	0	0	0
105	Grants	0	0	0
107	Oakwood Centre	136,122	124,904	150,229
109	WTCP	89,975	46,065	48,355
110	Capital and Projects (PWLb)	0	0	13,469
111	Town Centre	0	0	0
118	General Reserve EMR Movements	0	97,767	60,348
702	CCLA (Income re-invested)	141,750	175,000	166,392
TOTAL INCOME		376,977	520,055	524,302
		2024/25	2024/25	2024/25
		Budget	Revised Est	EOY
EXPENDITURE				
Cost Centre	Description			
101	Central Costs	325,200	345,470	324,711
102	Democratic Costs	60,994	37,423	36,444
103	Corporate Management	479,121	437,425	421,472
104	Capital Programme EMR	<i>Now reflected in EMR Expenditure</i>		
105	Grants	3,000	3,060	3,060
105	WTCP Fund Allocation	15,000	0	0
106	S&R EMR	<i>Now reflected in EMR Expenditure</i>		
107	Oakwood Centre	200,029	215,115	217,849
109	WTCP	89,975	72,712	71,213
110	Capital and Projects LOANS (PWLb)	184,978	199,346	198,340
111	Town Centre	0	650	149
113	CIL EMR	<i>Now reflected in EMR Expenditure</i>		
114	OC Building & Facilities EMR	<i>Now reflected in EMR Expenditure</i>		
118	General Reserve EMR Movements	86,500	317,836	280,657
702	CCLA	0	0	0
Sub Total		1,444,797	1,629,037	1,553,895
<i>Money transferred to EMRs *</i>				
<i>Expenditure covered by EMRs*</i>				
TOTAL EXPENDITURE		1,444,797	1,629,037	1,553,895
NET EXPENDITURE		-1,067,820	-1,108,982	-1,029,593

LEISURE SERVICES COMMITTEE BUDGET SUMMARY

		2024/25	2024/25	2024/25
		Budget	Revised Est	EOY
INCOME				
Cost Centre	Description			
201	Woodford Park Leisure Centre	455,375	535,860	561,106
401	Grounds Maintenance Depot	525	525	215
402	Football	13,125	12,769	12,076
403	Cricket	7,928	7,225	7,225
404	Bowling Green	8,523	8,247	8,218
405	Woodford Park	5,975	4,869	7,421
407	Garden of Remembrance	1,365	1,300	984
408	Play Areas / Open Spaces	0	0	0
501	Coronation Hall	40,784	46,845	38,275
502	Chapel Hall	37,613	45,717	42,303
601	Allotments	15,492	17,137	17,573
602	Amenities	0	0	0
603	Events	0	300	300
604	Public Toilet	525	150	148
608	Youth Services	0	0	0

TOTAL	587,230	680,944	695,844
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		2024/25	2024/25	2024/25
		Budget	Revised Est	EOY
EXPENDITURE				
Cost Centre	Description			
201	Woodford Park Leisure Centre	458,250	461,454	462,524
401	Grounds Maintenance Depot	58,665	65,056	67,902
402	Football	25,648	23,000	14,318
403	Cricket	16,231	18,723	21,296
404	Bowling Green	20,263	20,453	24,174
405	Woodford Park	54,886	57,262	51,168
406	Memorial Ground	0	0	0
407	Garden of Remembrance	9,229	9,485	8,922
408	Play Areas / Open Spaces	19,810	24,045	22,528
501	Coronation Hall	35,262	33,309	31,741
502	Chapel Hall	27,847	25,921	27,143
601	Allotments	27,229	28,173	26,378
602	Amenities	8,743	9,275	9,357
603	Events	17,192	14,600	14,089
604	Public Toilet	5,666	6,338	3,350
608	Youth Services	35,000	15,660	15,660

Sub Total	819,921	812,754	800,550
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<i>Money transferred to EMRs *</i>			
<i>Expenditure covered by EMRs *</i>			

TOTAL EXPENDITURE	819,921	812,754	800,550
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NET	-232,691	-131,810	-104,706
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PLANNING & COMMUNITY COMMITTEE BUDGET SUMMARY

		2024/25	2024/25	2024/25
		Budget	Revised Est	EOY
605	ANNUAL GRANT			
	INCOME	0	0	0
	EXPENDITURE			
4660	First Days Children's Charity	0	0	0
4661	Readibus	14,210	14,210	14,210
4662	Wokingham Volunteer Centre	1,000	1,000	1,000
4663	Citizens Advice	8,000	8,000	8,000
4665	Keep Mobile	5,290	5,290	5,290
4666	Link Visiting Scheme	1,500	1,500	1,500
4667	ARC	0	0	0
4668	Home-Start Wokingham	0	0	0
	Total Expenditure	30,000	30,000	30,000
	NET	-30,000	-30,000	-30,000

Forecast Earmarked Reserves - 2024/25 movements

		Opening Balance (1-Apr-24)	Allocations from General Reserve in- year	Expenditure Covered from EMR in-year	Money released to General Reserve in-year	Closing Balance (31-Mar-25)
	Current EMRs					
319	Christmas Lighting EMR	0	15,000	7,120	0	7,880
320	Capital Programme Fund	108,391	20,000	32,962	0	95,429
321	OC Buildings & Facilities EMR	5,560	30,000	17,775	0	17,785
322	WPLC Buildings & Facilities EM	9,550	67,419	800	0	76,169
323	Cap-Receipt-Assets	89,400	0	0	0	89,400
325	Cap-Receipt- Silver Fox	0	70,002	64,880	0	5,122
338	Play Area Reserve	5,979	0	5,654	0	325
339	Climate Emergency EMR	0	15,000	8,887	0	6,113
340	Allotment Roadways EMR	0	20,000	18,986	0	1,014
341	3G Pitch Carpet Replace't EMR	96,000	12,000	0	0	108,000
342	WTC AV Equipment EMR	0	31,000	26,395	0	4,605
344	WTC History Timeline EMR	0	8,000	4,750	0	3,250
347	ELECTION RESERVE	13,000	6,500	0	0	19,500
348	ALLOTMENT TOILETS	2,240	340	1,239	0	1,341
350	CAPITAL Receipt RSV (INV)	1,920,462	0	695,462	0	1,225,000
353	Allotment Security	613	340	341	0	612
357	Clock/Pagoda Reserve	2,984	0	0	0	2,984
358	WPLC VAT Reclaimed EMR	133,690	0	0	0	133,690
361	Town Centre Comm EMR	5,661	0	0	0	5,661
362	Town Centre CCTV EMR	15,000	0	0	0	15,000
	EMRs closed in-year					
326	IT Infrastructure EMR	0	16,000	16,000	0	0
327	Oakwood Theatre EMR	0	5,525	5,525	0	0
330	REP & RENEWALS FUND	25,369	0	0	25,369	0
331	Youth Services SLA EMR	4,240	0	4,240	0	0
332	WPLC Changing Room EMR	10,000	0	0	10,000	0
333	SPECIAL PROJECTS FUND	25,040	0	0	25,040	0
335	3G Pitch Noise Survey EMR	621	0	0	621	0
337	SINKING FUND BALANCE	79,538	0	79,538	0	0
343	JAC Loddon Mead EMR	2,500	0	0	2,500	0
345	WP Bursary Fund EMR	1,500	0	0	1,500	0
346	WP Community Sports Grants	2,767	0	0	2,767	0
349	Speedwatch Reserve	971	0	0	971	0
351	WPLC Refurbishment Reserve	27,419	0	0	27,419	0
355	Anxiety Self Help EMR	779	0	0	779	0
356	Lodden Mead Art Proj EMR	800	0	0	800	0
359	EMR PWLB Loan Capital Not	13,469	0	13,469	0	0
360	CIL FUNDS	21,088	870	21,958	0	0
	TOTAL	2,624,630	317,996	1,025,981	97,766	1,818,878

APPENDIX 21

REPORTS FROM TOWN COUNCIL REPRESENTATIVES TO OUTSIDE BODIES

OUTSIDE BODY	APPOINTED REPRESENTATIVE/S	REPORT PROVIDED
ARC	Cllr K. Gilder Mrs S. Flower	Yes
Berkshire Association of Local Councils	Cllr M. Kennedy	Yes
Citizens Advice Wokingham	Cllr V. Lewis	
Friends of Woodford Park Committee	Cllr R. Horskins	
Highwood Management Conference	Cllr K. Gilder Cllr M. Holmes	Yes
Keep Mobile	Cllr L. Guttridge	
Museum of Berkshire Aviation Trust	Cllr B. Soane	
Poor's Land Charity	Cllr M. Holmes Cllr K. Gilder Mrs S. Flower VACANCY	Yes
ReadiBus	Cllr L. Guttridge	
Robert Palmer's Almshouse Charity	Cllr D. Bragg	
Sonning & District Welfare & Education Trust	Cllr D. Smith	
Wokingham Borough/Parish Liaison Forum	Cllr M. Kennedy	Yes
Woodley Bowling Club Management Committee	Cllr K. Gilder	
Woodley Volunteer Centre	Cllr M. Kennedy	Yes

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	ARC
Name of Representative	Shelagh Flower and Cllr Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	trustees
Number of formal meetings held / invited (since last report or 1 May)	2 (Both)
Number of formal meetings attended since last report (since last report or 1 May)	1 (both)
Reasons for not attending (if attendance below 50%)	Delay in train journey meant I could not attend on 22/4 or give my apologies (SF)
Please give a brief overview of the Outside Body for Council Members:	
ARC is an Adult and Youth Counselling Service based in Wokingham, it also offers support within schools and some GP surgeries. It has a regular surgery at the Oakwood Centre. Training and support is also offered to families and teachers.	
Please give a brief synopsis of the Outside Body's recent activities:	
There continues to be an increase in the demands on ARC's service including an increase in primary age children. Whilst some areas of funding have been agree others have not which makes future financial planning more problematic There continues to be on going training for Counsellors a recent session being on Addictions. The AGM is to be held on Zoom on 12th May 5.00pm all welcome to attend.	
Please provide any additional information that Council Members might find useful:	

Representative:	Shelagh Flower	Dated:	24 April 2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Berkshire Association of Local Councils (BALC)
Name of Representative	Cllr Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative
Number of formal meetings held / invited (since last report)	1
Number of formal meetings attended since last report (since last report)	0
Reasons for not attending (if attendance below 50%)	There was an Executive meeting of BALC on Monday 28 th April which I was unable to attend due to a prior engagement.
Please give a brief overview of the Outside Body for Members:	
BALC is a membership body which represents, supports and advises parish and town councils across the county of Berkshire. BALC is one of 38 county associations in England affiliated to the National Association of Local Councils (NALC) and support parish and town councillors to help them serve their communities.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
A new draft constitution was presented for adoption to the Executive meeting on 28 April. The key objectives are set out below: The purpose of BALC is to promote the interests of its Association Members, consistent with the objectives of NALC. The objectives of BALC are: (i) To promote and protect the interests, rights, functions and privileges of local councils and parish meetings; (ii) To assist local councils and parish meetings in the performance of their duties including the promotion and development of the general life of parishes villages and communities both rural and urban; (iii) To support councillors of Association Members, including by providing training for them; (iv) To promote a widespread and well-informed interest in local government; (v) To promote good local government.	
Please provide any additional information that fellow Members might find useful:	
Our Communications Manager has written an article about the duck feeder and the orchard and this will be in the next BALC newsletter.	

Representative:	Cllr Mike Kennedy	Dated:	29.4.2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Highwood Management Conference
Name of Representative	Councillors Kay Gilder and Mary Holmes
Capacity appointed; e.g. trustee, director, observer etc	Appointed Woodley Town Council members
Number of formal meetings held / invited (since last report or 1 May)	0
Number of formal meetings attended since last report (since last report or 1 May)	0
Reasons for not attending (if attendance below 50%)	-----
Please give a brief overview of the Outside Body for Members:	
The Highwood Management Conference's members meet on an annual basis with an officer of the Wokingham Borough Council, who takes the minutes, and the Head Ranger of Wokingham Borough Council's Dinton Pastures Country Park. There are two councillors from Wokingham Borough Council plus two from Earley Town Council and two from Woodley Town Council.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
Ongoing outdoor work continues by the Wokingham Borough Council's Dinton Pastures Country Park team. On 18th March 2025, Simon Bartlet the Head Ranger informed us by email that there will be a contractor starting on the Highwood heathland over the next few weeks carrying out our next phase of the heathland restoration on the site. Funded by Section 106 money, we have managed to arrange for 200 tonnes of topsoil / organic matter to be scraped off the heathland compartment taking it back to sandy soil to encourage the heather to re-establish. This is similar to the other areas we have done over the last few years but it's estimated it will be on a scale 4 times bigger than we have normally carried out each year. Vegetation has already been cleared from the site so we don't expect any issues with nesting birds, amphibians or reptiles.	
Please provide any additional information that fellow Members might find useful:	

Representative:	Cllr Kay Gilder and Cllr Mary Holmes.	Dated :	27/03/25
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2024/25

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

Name of Outside Body	Poor's Land Charity
Name of Councillor	Shelagh Flower (Not Councillor) Cllr Mary Holmes Cllr Kay Gilder
Capacity appointed; e.g. trustee, director, observer etc	Trustees
Number of formal meetings held / invited to	Since 11 th February 2025 There have been 2 formal meetings and one information session with the local fire brigade
Number of formal meetings attended	All 3 trustees attended the meetings/information session
Reasons for not attending (if below 50%)	
Please give a brief overview of the Outside Body for Members:	
Alms houses for people in need from designated areas including Woodley Sandford and Charvil It also offers financial assistance to people in need via its Relief in Need fund.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
The Charity has recently had a vacant flat and so interviews were held and a suitable candidate selected. There remains a focus on ensuring the maintenance of the flats remains a priority. 2 flats have recently had to be decorated one completely renovated due to the ill health / departure of the previous resident. Ensuring the heating for our vulnerable residents stays at a constant temperature during the winter month is also a priority. Sadly there have been recent issues with our contractor which has caused a drop in temperature. Hopefully this issue is resolved for the moment but work needs to be done in the future to avoid a recurrence. Continued monitoring of our procedures is necessary to ensure we comply with our responsibilities as a landlord. We are considering expanding our provision in the future and are in the very early stages of planning	
+	
Please provide any additional information that fellow Members might find useful:	

There are usually monthly meetings with very regular contact via email outside of the meetings

	Shelagh Flower	Dated:	12th March 2025
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OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Wokingham Borough/Parish Liaison Forum
Name of Representative	Cllr Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative
Number of formal meetings held / invited (since last report)	1
Number of formal meetings attended since last report (since last report)	1
Reasons for not attending (if attendance below 50%)	0
Please give a brief overview of the Outside Body for Members:	
Meetings are held quarterly between representatives from the Borough Council and Town and Parish Councils. The purpose of the Parish Liaison Forum is to encourage communication and networking between the Parish and Town Councils in Wokingham and the Borough Council.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
The Parish Liaison Forum met on 7 April 2025. A summary of the points raised is set out below: Open Forum - I raised the outstanding damaged Belisha Beacon following an accident – Reading Road/Beechwood Avenue – and general concern re the delay in repairs and WBC providing updates on progress. Interestingly, within a week of raising this the work was completed! - Mike Smith referred to burial provision in Earley and across the Borough – this would be subject of a report to WBC's Executive in the near future. Devolution and Local Government Reorganisation Stephen Conway provided an update on discussions following the Government White Paper. Key points were the creation of Mayoral Strategic Authorities across the country and the replacement of counties and districts with unitary authorities (similar to WBC). Options for Mayoral Strategic Authorities were: Berkshire or Berkshire + Oxfordshire or Berkshire + Oxfordshire + Swindon. WBC likely to continue in its present form. No impact on towns and parishes. I stressed the need for residents to have an identity with the new authority and suggested that the best option would be a Berkshire strategic authority. Parishes and Town Councils will be totally unaffected by any change	

Flooding and Drainage

Andy Glencross gave a presentation and answered specific questions on flooding issues. Andy Glencross undertook to respond to specific issues raised by Members at the meeting, including my question on the flooding at the entrance to Reading Road Allotments

Community Governance Review

Andrew Moulton provided an update. Confirmed that the deadline for submissions had been extended to 25 April. Over 60 submissions to date. Draft recommendations to be agreed by WBC full Council on 24 July followed by further consultation until 13 November. Final decision by full Council on 22 January 2026.

Future Agenda Items

Balance between S106 and CIL for new development – ongoing maintenance of new assets by Town and Parish Councils.

State of pavements – encroachment by vegetation – narrowing of footpaths.

State of playparks – some owned by WBC – some owned by Town and Parish Councils.

Date of Next Meeting – Wednesday 25 June 2025 at 7pm

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

Representative:

Cllr Mike Kennedy

Dated:

29.4.2025

OUTSIDE BODY REPRESENTATIVE'S FEEDBACK FORM



MUNICIPAL YEAR: 2025/26

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

Name of Outside Body	Woodley Volunteer Centre
Name of Representative	Cllr Mike Kennedy
Capacity appointed; e.g. trustee, director, observer etc	Town Council's appointed representative
Number of formal meetings held / invited (since last report)	1
Number of formal meetings attended since last report (since last report)	1
Reasons for not attending (if attendance below 50%)	
Please give a brief overview of the Outside Body for Members:	
Woodley Volunteer Centre (WVC) was set up in 1982 and evolved from a Good Neighbours Scheme. Originally, volunteers provided support to Woodley residents in many ways such as gardening, DIY, and shopping but now their focus is purely on transporting clients to their medical appointments. Woodley Volunteer Centre receives an annual grant from Wokingham Borough Council (WBC) of £1,250. Last year Woodley Town Council awarded £350 towards a new printer. Clients are able to use their bus passes issued to them by WBC in payment of all medical jobs undertaken. Drivers are reimbursed 50p per mile for their services.	
Please give a brief synopsis of the Outside Body's activities since the last report:	
I attended the business meeting on 24 April 2025. The following points were raised: • All new drivers have been DBS checked. • Thanks were recorded to the Town Council for their generous grant of £350 which will be applied towards a recruitment campaign • A new 5-year agreement with WBC has been drawn up securing the continuation of their annual grant of £1,250 to WVC • A new safeguarding policy will be issued to all drivers at the AGM in June • The office remains very busy and is limiting the number of jobs accepted to 9 per day • It was felt that more could be done to promote the work of WVC via the Woodley Herald.	
Please provide any additional information that fellow Members might find useful:	
I have now transported 97 clients to their GP and hospital appointments since I volunteered as a driver in July 2023. If any Member can spare a little of their time to help Woodley Volunteer Centre, please contact them on 0118 969 8849. Appointments are mostly during the day time and on weekdays with some occasional weekend work.	

Representative:	Cllr Mike Kennedy	Dated:	29.4.2025
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MAYORAL ENGAGEMENTS – 12th February to 5th May 2025

Town Mayor's Engagements

February	27 th	Link Visiting Scheme Open Day
March	8 th	High Sheriff of Berkshire – Mock Trial Competition
	15 th	Woodley Festival of Music & Arts – Speech & Drama section
	21 st	Woodley Festival of Music & Arts – Vocal Section
	23 rd	Woodley Festival of Music & Arts – Vocal Section
April	14 th	Woodley Town Council – Coronation Garden / 50 th Anniversary Timeline opening
	24 th	Mostly G&S – The Grand Duke

Deputy Town Mayor's Engagements

February	12 th	Woodley Schools' Cluster – Bake Off Challenge
March	9 th	Woodley Festival of Music & Arts – Instrumental Section
	22 nd	Woodley Festival of Music & Arts – Vocal Section
April	26 th	Vaisakhi Celebration Dinner

Annual Meeting of the Council

6 May 2025

Appendix 8

Division of Places, Powers & Duties and Terms of Reference

for all committees, including Standing Committees, Sub
Committees, Task & Finish Working Groups and Partnerships

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Membership of Standing Committees – Division of Places

The size of each Standing Committee is set out in the committees Powers & Duties document.

Currently, the Powers & Duties stipulate that 10 Councillors are appointed to each Standing Committee.

As such, in accordance with Standing Order 2.2, the division of the number of places each Standing Committee between the political groups is as follows:

Committee	Total No. of Places	Conservative Group	Labour Group	Liberal Democrat Group
Strategy and Resources	10	7	2	1
Leisure Services	10	7	2	1
Planning and Community	10	7	2	1

STRATEGY AND RESOURCES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	26.04.22	Yes	WTCMI Reference updated to Woodley Town Centre Partnership; To replace Head Groundsmen with Amenities Manager
1.3	10.05.22	Yes	Added frequency of meetings
1.4	28.02.23	Yes	Membership increased from 9 Councillors to 10 at FC (28.02.23)

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 10 Councillors

4. DUTIES AND POWERS

4.1. MEETINGS

Meetings of the standing committee will take place 5 times each year around the Full Council meeting cycle.

4.2. TERMS OF OPERATION

- a. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
- b. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
- c. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that Committee's estimates, providing that savings cannot be found within the requesting Committee's estimates and that funds are available.
- d. To inform and advise the Council on the annual capital program projects.
- e. To manage the Committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the Committee.
- f. To authorise expenditure on capital schemes approved by the Council.
- g. To recommend to Council the borrowing of funds and the raising of loans.
- h. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.

- i. To manage the Council's long term investment portfolio.
- j. To appoint the Council's investment adviser.
- k. To appoint the Council's internal auditor.
- l. To receive and consider internal audit reports.
- m. To give guidance and instructions to spending committees and officers for the formulation of forward programs and financial guidelines.
- n. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
- o. To be authorised to approve payments for purchases and services rendered to the Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.
- p. To oversee the management and development of The Oakwood Centre.
- q. To oversee the Council's role as a partner in the Woodley Town Centre Partnership (TCP).
- r. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
- s. To deal with all leases and licences.
- t. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.
- u. To supervise communications between the Council and the public.
- v. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
- w. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
- x. To oversee the administration of the Council's offices and depots.
- y. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
- z. To make appointments to the following management posts: (as at May 2016: Deputy Town Clerk, Committee Officer, Leisure Services Manager, Amenities Manager)
- aa. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.

- bb. To deal with all matters affecting the Local Government boundaries of the town of Woodley.
- cc. To liaise and foster good relations with local authority associations.
- dd. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one Committee on a particular matter differ[s] from the recommendation of another Committee on the same matter.
- ee. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the Committee and to delegate such powers as vested in the Committee.
- ff. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- gg. To award grants in line with Section 137 of the Local Government Act 1972.

LEISURE SERVICES COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	04.05.22	Yes	Added frequency of meetings
1.3	28.02.23	Yes	Membership increased from 9 Councillors to 10 at FC (28.02.23)

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 10 Councillors

4. DUTIES AND POWERS

4.1. MEETINGS

Meetings of the standing committee will take place 5 times each year around the Full Council meeting cycle.

4.2. TERMS OF OPERATION

- a. To provide, manage and promote informal and formal sports and recreational facilities within the parks and open spaces for individuals, groups and clubs.
- b. To provide, manage and promote the use of Coronation Hall and Chapel Hall by the general public.
- c. To provide, manage and promote the use of Woodford Park Leisure Centre by the general public.
- d. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards, public toilet in accordance with the approved estimates and to advise the Council on future requirements.
- e. To organise and work with other groups on events which promote the identity and community activity within Woodley.
- f. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association on the management of the site and to engender a good working relationship.
- g. To work with other organisations, agencies and charities to provide services and facilities for young people in Woodley.
- h. To recommend the fees and charges for the use of the facilities within the Committee's remit.
- i. To approve terms and conditions for the use of any of the facilities within the Committee's remit.

- j. To have authority to agree one-off applications for free use of facilities, and to approve exclusive use of agreed areas or facilities by other local authorities or voluntary organisations.
- k. To identify areas for the development of leisure and recreational facilities and activities and make any recommendations to the Council.
- l. To provide and manage children's play equipment in the parks and open spaces managed or leased by the Council.
- m. To provide and promote sports and leisure courses and activities, both in-house and through agencies, to residents and the general public.
- n. To provide, manage and maintain the Council's parks, recreation grounds and open spaces, encompassing all fixed and loose fixtures and fittings.
- o. To promote arts and culture in Woodley through the work of the Committee and act as an enabler to develop and provide art and cultural activities.
- p. To co-operate and liaise with Wokingham Borough Council on recreational and associated matters.
- q. To co-operate and liaise with other local authorities and organisations on the promotion and development of recreational facilities, which are to the benefit of Woodley residents.
- r. To develop new leisure and recreational facilities in the Council's ownership or jointly with other statutory or voluntary bodies.
- s. To liaise and co-operate with other bodies who are developing leisure or recreational facilities of benefit to the people of Woodley.
- t. To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and make any recommendations to the Strategy and Resources Committee or Council, where appropriate.
- u. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates, in accordance with the policies and format required by the Strategy Resources Committee.
- v. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee, and to delegate such powers as vested in the committee.
- w. To manage the committee's budgets and be authorised to transfer funds between each head within a location to meet unexpected expenditure within the powers delegated to the committee.
- x. To consider, where appropriate, the environmental impact on decisions being made

by the committee.

PLANNING AND COMMUNITY COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	01.01.16	No	Original Version
1.1	10.05.16	Yes	
1.2	10.05.22	Yes	Added frequency of meetings
1.3	28.02.23	Yes	Membership increased from 9 Councillors to 10 at FC (28.02.23)

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 10 Councillors

4. DUTIES AND POWERS

4.1. MEETINGS

Meetings of the standing committee will take place 13 times each year, approximately every four weeks. This is in order to effectively review the volume of planning applications received over the year.

4.2. TERMS OF OPERATION

- a. To represent the interests of Woodley people by commenting upon all planning issues, including Development Briefs, Local Plans, Structure Plans, Development Control, Planning Appeals, Mineral Extraction and Waste Disposal and to make site visits where necessary.
- b. To disseminate information on planning issues to Woodley people and to encourage their participation in responding to consultations on planning matters.
- c. To use full delegated authority to exercise the Town Council's statutory right to be consulted and to make representations to the local planning authority on planning applications.
- d. To consider the environmental impact of planning proposals in Woodley and adjacent parishes.
- e. To propose new street names and maintain and review a list for that purpose.
- f. To be authorised to appoint sub committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- g. To oversee arrangements for the Council's views to be presented to the local planning authority where an application has been listed by a Borough Councillor for consideration by Wokingham Borough Council Planning Committee. These arrangements to be in line with the Council's policy (FC 24/6/13 Min No 31) that such a presentation be undertaken by a Town Councillor for the ward in which the application is situated; if that is not possible a member of the Plans Committee will

make the presentation.

- h. To receive notification of:
 - i. planning applications
 - ii. planning decisions
 - iii. planning appeals
 - iv. consent for tree works
 - v. enforcement matters
 - vi. neighbour consultations
 - vii. permitted development certificates
 - viii. other matters relating to the planning process
- i. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
- j. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
- k. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
- l. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
- m. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
- n. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
- o. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
- p. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
- q. To review nominations for the annual Citizens Awards and appoint the award winners.
- r. To receive and review applications for annual grants and make recommendations to the Strategy and Resources Committee on the grants to be made.
- s. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- t. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.

- u. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- v. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.

Sub Committees, Task & Finish Working Group and Partnerships – Division of Places

The size, as set out in the respective Terms of Reference, and division of places, in accordance with Standing Order 2.2, of each Sub Committee, Task & Finish Working Group and Partnership is as follows:

Committee	No. of Places	Conservative Group	Labour Group	Liberal Democrat Group
Strategy and Resources Committee				
Investments sub committee	4	3	1	0
Risk Management sub committee	4	3	1	0
Standing Orders & Financial Regulations sub committee	4	3	1	0
PR & Marketing sub committee	4	3	1	0
Personnel sub committee	4	3	1	0
Woodley Town Centre Partnership	3 (2 plus substitute)	2	1	0
Leisure Services Committee				
Community Youth Partnership	4	3	1	0
3G Pitch Steering Group sub committee	4	3	1	0
WPLC Development task & finish working group	4	3	1	0
Youth Support Service task and finish working group	4	3	1	0
Planning and Community Committee				
Cycling & Walking task & finish working group	5 (2x Cllrs)	Not subject to proportionality		
Full Council				
Annual Town Meeting sub committee	4	3	1	0
Bulmershe SULV Joint Working Party	3 (2 plus substitute)	2	1	0

INVESTMENTS SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	10.02.22	Yes	Change to frequency of meetings – quarterly to at least once per year.
1.3	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.4	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.5	16.05.23	Yes	FC approved reduction of places from 6 to 4

1. TYPE OF COMMITTEE => Sub-Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

a. The sub-committee's role is of an advisory nature with regard to the review and monitoring of the Council's long-term investments, the Council's Investment Strategy and the Council's Treasury Management Strategy.

5.2. MEETINGS

a. Meetings of the sub-committee shall take place at least once each year, prior to the setting of the following year's budget. Additional meetings may be organised, as appropriate and necessary.

b. Officers will be in attendance at all meetings.

5.3. TERMS OF OPERATION

a. To receive information on the performance of the Council's long-term investments.

b. To receive advice from the Council's Financial Adviser regarding the Council's investments and its Investment Strategy.

c. To review and make recommendations to the Strategy and Resources Committee or Council on investment matters, the Investment Strategy and the Treasury Management Strategy, as appropriate.

d. To consider any other matters relating to the Council's long-term investments, and make recommendations to the Strategy and Resources Committee for decision.

RISK MANAGEMENT SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.2	10.05.22	Yes	FC approved change to frequency of meetings – quarterly to once per year.
1.3	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.4	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.5	16.05.23	Yes	FC approved reduction of places from 6 to 4

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)
a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1.OVERALL PURPOSE

- a. To review and monitor the Risk Management Strategy and process and make any recommendations to the Strategy and Resources Committee on these matters.

5.2.MEETINGS

- a. Meetings of the sub-committee will take place at least once each year. Additional meetings may be organised, as appropriate and necessary.
- b. Officers will attend the meetings of the sub-committee, as appropriate.

5.3.TERMS OF OPERATION

- a. To have general oversight of the Council's Risk Management process.
- b. To receive regular reports to review / scrutinize / challenge current and proposed risk management procedures and processes.
- c. To recommend any amendments to the risk management framework, strategy and process to the Strategy and Resources Committee.
- d. To identify, analyse and prioritise risks.
- e. To determine responsibilities and actions to control risks.
- f. To monitor progress on managing risks against action plans/projects.
- g. To review the implementation of the risk management framework, strategy and process.

- h. To make recommendations to the Strategy and Resources Committee or Council on any matters outside the remit of the sub-committee in respect of risk management matters.

STANDING ORDERS AND FINANCIAL REGULATIONS SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Party' to 'Sub Committee'
1.3	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.4	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.5	16.05.23	Yes	FC approved reduction of places from 6 to 4

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Strategy and Resources Committee
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
- 4. SIZE =>** 4 Councillors

5. DUTIES AND POWERS

5.1.OVERALL PURPOSE

- a. The sub-committee's purpose is to review the Council's standing orders, the powers and duties of the committees and the financial regulations, in line with legislation and any other relevant matters, and to recommend any changes to these documents to the Strategy and Resources Committee.
- b. Final approval of these documents is required by Council after approval by the Strategy and Resources Committee.

5.2.MEETINGS

- a. Meetings of the working party will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.
- b. The Town Clerk will attend meetings of this Sub Committee.

5.3.TERMS OF OPERATION

- a. To provide reports of meetings to the Strategy and Resources Committee.
- b. To make recommendations to the Strategy and Resources Committee on amendments to the Council's Standing Orders, the Standing Committees and Full Council powers and duties and the financial regulations, as appropriate.
- c. The order of priority for the work of the working party shall be:
 - i. Standing orders and the powers and duties of Standing Committee and Full Council;
 - ii. Financial regulations.

PR AND MARKETING SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Renamed from 'Working Group' to 'Sub Committee'
1.2	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.3	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.4	16.05.23	Yes	FC approved reduction of places from 6 to 4

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1.OVERALL PURPOSE

- a. The working group's role is of a generally advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.

5.2.MEETINGS

- a. Meetings of the working group shall take place at least quarterly.
- b. The Communications Manager, The Town Clerk and / or Deputy Town Clerk will attend meetings of this sub-committee.
- c. To receive and consider proposals relating to the Council's PR and marketing strategies and programs.

5.3.TERMS OF OPERATION

- a. To receive advice from the Communications Manager on the Council's marketing and PR activities and future proposals.
- b. To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.
- c. To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.
- d. To support and be involved with arrangements for community activities e.g. Woodley Carnival, WW1 commemoration, Centre Stage events.
- e. To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

PERSONNEL SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	05.08.22	Yes	Updated reference from 'Grounds Maintenance Manager' to 'Amenities Manager'
1.2	22.11.22	Yes	S&R approved increase from 4 to 5 Councillor members
1.3	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.4	16.05.23	Yes	FC approved reduction of places from 6 to 4
1.5	06.08.24	Yes	To include responsibility for undertaking the Town Clerk's appraisal

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1.OVERALL PURPOSE

a. The sub-committee's role is of an advisory nature with regard to the review of personnel and establishment matters.

5.2.MEETINGS

a. Meetings of the sub-committee will take place when there is a requirement for personnel and establishment matters to be reviewed or considered.

b. Officers will be in attendance at all meetings.

5.3.TERMS OF OPERATION

5.3.1. REPORTS AND ADVICE

a. To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 22.2 which states:

"All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee."

b. To consider any such reports and advice and make recommendations to the Strategy and Resources Committee in respect of those reports and advice.

5.3.2. COUNCILLORS

- a. Where a Councillor panel is required for a disciplinary or grievance hearing at least one member of the Personnel Sub Committee should serve on the panel, if practicable. The remaining members of the panel will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee.
- b. Any Councillor appeal panels required to be constituted will, if practicable and there are sufficient Councillors with no prior knowledge of the matter, be drawn from the members of the Personnel Sub Committee and the Strategy and Resources Committee.

5.3.3. APPOINTMENTS

- a. The panels for any appointments to be made by Councillors, as set out in 23.2.c, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable.
- b. Such a panel covers the following management posts Deputy Town Clerk, Committee Officer, Leisure Services Manager, Grounds Maintenance Manager).
- c. The appointment of the Town Clerk to be made by Full Council.

5.3.4. TOWN CLERK

- a. To be responsible for undertaking the Town Clerk's annual appraisal, and for this to be carried out by the Chairman and one other member of the Personnel Sub Committee

WOODLEY TOWN CENTRE PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	20.01.22	No	Draft
1.1	24.01.22	Yes	Updated Duties & Powers (section 4), addition of sections 5 and 6.
1.2	15.03.22	Yes	Updated for meeting of Executive Sub Committee on 17/3/22
1.3	09.05.22	Yes	6 month rule reference added

1. TYPE OF COMMITTEE => PARTNERSHIP

2. PARENT COMMITTEE => STRATEGY AND RESOURCES COMMITTEE

3. 6 MONTH MEETING RULE VALID (see 6.1k)

a. NO

4. SIZE => 2 Woodley Town Council Nominees*
 2 Wokingham Borough Councillors*
 2 Woodley Traders*
 4 co-opted individuals*
 1 Wokingham Borough Council Officer
 1 Woodley Town Council Officer
 Town Centre Manager
 Saturday Market Manager
 Thames Valley Police
 Beechwood School
**indicates voting rights*

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public.

In order to succeed in its mission, the Partnership will be non political and not aligned to any other organisation.

6. STRUCTURE AND ORGANISATION

The management structure of the Partnership consists of 3 main parts:

- Management Committee
- Executive Sub Committee
- Woodley Town Centre Manager

In addition, working parties may be formed as described below in 6.4

6.1 MANAGEMENT COMMITTEE

The Management Committee is the executive body of the Woodley Town Centre Partnership.

This Committee is made up of representatives of those organisations which support the Partnership. Its role is to determine the policy and direction of the Partnership through an annual

plan. Additionally, it will provide direction regarding any “ad hoc” requirements that occur from time to time.

The Committee will oversee expenditure of the Partnership’s funds, in line with the budget, set annually by the Woodley Town Centre Partnership.

The Partnership’s funds will form part of the Council's budget and will be ringfenced for use only on the direction of the Town Centre Manager or the Management Committee of the Woodley Town Centre Partnership.

Woodley Town Council will process all invoices and income relating to the Woodley Town Centre Partnership and reclaim any VAT as a Section 33 body.

Any budget over or underspend at the year end will be adjusted to a zero balanced budget using the Woodley Town Centre Partnership earmarked reserve, also held within the Town Council's funds.

Meetings Schedule

The Management Committee will normally meet 4 times a year (January, March/April, July and October). Meetings will be publicised in the most appropriate way and aimed at encouraging attendance by residents and traders. Agendas, minutes and any associated documentation will be sent out at least one clear week prior to the date of the meeting. A suitable number of spare copies will be available at the meeting for additional attendees.

Extraordinary meetings of the Management Committee will be called, as and when necessary, by the Chairman and the Vice Chairman of the Management Committee.

Attendance

Any individual will be able to attend meetings as long as they are either Woodley residents or local traders, including Market Traders. Invitations to the local police, elected Councillors who represent the area covering the town centre, a representative from the Woodley and Earley Lions and the chair of an associated locally based organisation, such as the Woodley and North Earley Community Forum, may be made if that organisation has a valid and direct bearing on the quality of life in the Town Centre.

They will be entitled to request copies of the agenda and associated documentation by application to the Woodley Town Centre Manager. These attendees are not members of the Management Committee.

Voting Members of the Management Committee

The Management Committee will comprise voting representatives from the following organisations:

- Woodley Traders (2 voting members)
- Woodley Town Council (2 voting members - nominees)
- Wokingham Borough (2 voting members – councillors)
- Up to 4 individuals co-opted by the Management Committee

Non Voting Members of the Management Committee

- Woodley Town Council Officer
- Wokingham Borough Council Officer
- Town Centre Manager
- Saturday Market Manager
- Thames Valley Police
- Beechwood School

Co-opted Members of the Management Committee

Other individuals may be co-opted as voting members on to the Management Committee following a 2/3rd majority vote of the voting members. Any co-options will be subject to the total number of voting representatives not exceeding 10 people. The co-opted members' term of office will be up to a maximum of 12 months and come to an end at the following Annual Meeting in October.

Any other resident of Woodley or local trader attending the Management Committee meeting will be encouraged to fully participate in any discussions. However, they will not be allowed to vote.

Selecting Representatives

Each organisation or grouping shall have the right to nominate its own representatives and to send substitutes to meetings of the Management Committee. Any substitutes must be current members of that organisation – e.g. the voting member for Traders must work for a current trader.

Quorum

For the meeting to be quorate a minimum attendance of 1/2 of the voting members of the Management Committee is required.

Discussion Protocol

Normal committee rules will prevail at all meetings with points raised through the Chairman. Individuals wishing to speak during a discussion need first to attract the attention of the Chairman who will invite them to speak at the appropriate time.

The Chairman will be the final arbiter of any discussion.

Chairman & Vice Chairman

The Management Committee will appoint the Chairman and Vice Chairman of the Committee to act for a 12-month period at the Annual meeting in October.

The Chairman and Vice Chairman both have voting rights at every meeting of the Executive Sub Committee and Management Committee.

The persons nominated for these positions must come from the voting membership of the Management Committee.

The Woodley Town Centre Partnership Chairman and the Vice Chairman both have voting rights at every meeting of the Woodley Town Centre Partnership Executive Sub Committee and Management Committee.

Delegation

At any time, following a majority vote, any item can be delegated to the Executive Sub Committee if it is deemed appropriate.

Town Centre Manager

The Management Committee will be responsible for appointing a paid, part time coordinator, called the Town Centre Manager. Further details are provided below under the appropriate heading.

Minutes

Minutes will be recorded of every meeting and published on the Town Council web site. Copies of the minutes will be sent to all participating organisations and to the Strategy and Resources Committee of Woodley Town Council.

6.2 Executive Sub Committee

The Executive Sub Committee is a small committee whose objective is to provide additional support and guidance to the Town Centre Manager.

It will not be able to commit any additional expenditure or allocation of resources as that authority rests solely with the Management Committee.

Meetings Schedule

The Executive Sub Committee will meet on request. The Chairman and Vice Chairman will call meetings of the Executive Sub Committee.

Attendance

All meetings will generally be restricted to the members of the Executive Sub Committee. The Chairman will have the right to agree to any additional attendance as they see fit.

Membership

Members of the Executive Sub Committee will be members of the Management Committee, and will comprise:

- Chairman
- Vice Chairman
- Woodley Town Council councillor member
- Wokingham Borough Council councillor member
- Town Centre Manager

Quorum

A minimum attendance of 3 voting members of the Executive Sub Committee.

Chairman & Vice Chairman

The Woodley Town Centre Partnership Chairman and Vice Chairman will automatically be Chairman and Vice Chairman of the Executive Sub Committee.

Delegated Responsibility – Personnel Matters-

The Executive Sub Committee will be responsible for the recruitment of staff and other personnel matters, and will report decisions or refer matters, as appropriate, to the Management Committee.

Minutes

Minutes of all meetings will be recorded and maintained by Town Centre Manager. Either written minutes or a verbal report will be provided at the next meeting of the Management Committee.

6.3 Woodley Town Centre Manager

The Town Centre Manager will be responsible for the implementation of policy, agreed projects and the co-ordination of all Woodley Town Centre Partnership activities, and any urgent operational decisions need to be agreed with the chair (or the vice chairman in the chairman's absence).

He/she will be responsible to the Management Committee for the preparation and publicity of the annual plan and on all issues of policy but will be managed, on a day-to-day basis, by the Town Clerk of Woodley Town Council.

A more detailed definition of the responsibilities of the Town Centre Manager can be found in a separate document covering the job description.

6.4 Working Parties

Additional working parties may be created, if needed, following a simple majority vote of the Management Committee.

All working parties must have fully defined terms of reference, including timescales and will report back to the Management Committee with recommendations. A working party will not be able to authorise any additional expenditure or commitment of any resource unless delegated to do so by the Management Committee.

7. OTHER

7.1 Press

Only the Chairman and Town Centre Manager, jointly, are authorised to act as press spokespersons on behalf of the Woodley Town Centre Partnership.

7.2 Changes to the Terms of Reference

Any proposal to amend these Terms of Reference must be brought to the attention of the Chairman of the Management Committee. The Chairman will then decide if the amendment goes on the next available agenda for discussion by full committee or if a small working party needs to review a more complex amendment and bring recommendations to the Management Committee. Amendments to the Terms of Reference require a 2/3rd majority vote in favour to be adopted.

COMMUNITY YOUTH PARTNERSHIP

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	15.11.22	Yes	LS (15/11/22) approved to increase no. of Councillor members from 4 to 5.
1.2	28.02.23	Yes	Membership increased from 5 Councillors to 6 at FC (28.02.23)
1.3	16.05.23	Yes	FC approved the reduction of places from 6 to 4
1.4	02.04.24	Yes	LS approved removal of reference to Youth Project Fund – 5.2 d) / 5.4 d) & addition of 5.3 d) – (02.04.24)

1. TYPE OF COMMITTEE => Partnership

2. PARENT COMMITTEE => Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors; up to 10 representatives of Voluntary Sector organisations who work with young people.

5. DUTIES AND POWERS

5.1.VOTING RIGHTS

a. All members of this Partnership have equal rights to vote.

5.2.OVERALL PURPOSE

a. To provide an opportunity for the exchange of information on youth services and activities in Woodley Town.

b. Engender good working relationships between providers of youth services and activities in Woodley Town.

c. To enable and / or be involved in joint projects and plans to improve services and support to Woodley's young people.

d. To consider and make recommendations on funding for ad-hoc youth projects, as and when they arise.

e. Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town Councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.

5.3.MEETINGS

a. Meetings of the working party shall take place at least quarterly.

b. Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.

- c. Officers will be in attendance at all meetings.
- d. After apologies and declarations of interest, the first item on the agenda will always be given over to discussions with any non-partnership members who have been invited to attend the meeting.

5.4.TERMS OF OPERATION

- a. To liaise with organisations and bodies providing services and activities for young people in Woodley.
- b. To receive information on activities and services to young people in the town from youth service providers.
- c. To receive and consider representations and proposals from young people and representatives providing services and activities for young people and make any recommendations to the Leisure Services Committee, Council or any other relevant Committee or organisation, as appropriate.
- d. To consider the provision of funding for ad-hoc youth projects by the Town Council and make any recommendations on those to the Leisure Services Committee.
- e. To be part of a network of providers of youth services and activities and encourage exchanges of information and joint working, where appropriate.
- f. To take part in joint projects to make provision for and support young people.
- g. To take any relevant matters forward, as agreed by the working party, to the appropriate body or organisation.
- h. To consider any other matters relating to young people in Woodley.
- i. To make any recommendations outside the working party's remit to the Leisure Services Committee.
- j. To provide reports of meetings held to the Leisure Services Committee.

3G PITCH STEERING GROUP SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25.08.20	No	Original Version
1.1	20.01.22	Yes	Re-titled 'Sub Committee'
1.2	10.05.22	Yes	Change to frequency of meetings – from three times per year to once per year.
1.3	28.02.23	Yes	Membership increased from 3 Councillors to 4 at FC (28.02.23)
1.4	02.04.24	Yes	LS approved reference to new Management & Development Plan document (02.04.24)

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors;

It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the Partner Clubs.

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

a. The steering groups role is to monitor and review delivery of the financial, usage and football development performance of the 3G AGP at Woodford Park Leisure Centre and to provide this information to the Football Foundation.

5.2 MEETINGS

a. The steering group shall meet at least once each year. Additional meetings may be organised, as appropriate and necessary.

b. Meetings of the group shall be chaired by one of the Elected Members from Woodley Town Council as the grant holding organisation.

c. Members from the partner clubs may send a representative if they are unable to attend a meeting.

d. Officers will attend the meetings of the working party, as appropriate.

5.3 TERMS OF OPERATION

a. To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan, football development plan, as contained within the Council's 3G Pitch Management & Development Plan, and partner clubs service level agreement.

- b. To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan, football development plan, as contained within the Council's 3G Pitch Management & Development Plan, and partner clubs service level agreement.
- c. To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.
- d. To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.
- e. To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.

WPLC DEVELOPMENT TASK AND FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	31/10/23	No	Draft
1.0	07/11/23	Yes	5.1 a) & 5.3 f) - maximise/maximising changed to optimise/optimising. Approved by LS Committee – 07/11/2023
1.1	16/01/24	Yes	Addition of end date by LS Committee & associated re-numbering – 16 Jan 2024
2.0	03/09/24	Yes	Expanded remit (6.1 c & d / 6.3 g) and extended end date – approved by LS

1. TYPE OF COMMITTEE => Task and Finish Working Group

2. PARENT COMMITTEE => Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k) => Yes

4. SIZE => 4 Councillors

5. END DATE => 7 May 2025

6. DUTIES AND POWERS

6.1 OVERALL PURPOSE

- a. To consider the best way in which to enhance, and optimise the revenue potential from future leisure services offered at Woodford Park Leisure Centre, primarily considering potential enhancements to the building, infrastructure and outside spaces.
- b. To identify potential income generating services which might be provided at the centre for further feasibility investigations.
- c. To create a formal proposal for the redevelopment of Woodford Park Leisure Centre, focusing on the inclusion of a café, dedicated exercise studio space, soft play area, and splash pad, with additional focus on making spaces multi-use, where possible, and ensuring parking capacity is taken into consideration.
- d. To present a formal proposal for redevelopment of the leisure centre to the Leisure Services Committee for consideration and, ultimately, to be recommended to the Strategy & Resources Committee for funding approval.

6.2 MEETINGS

- a. The first meeting of the working group will take place within two months of the Leisure Services Committee meeting at which the committee is formed. Further meetings will take place as and when required in order to best achieve the stated purpose within any timescales prescribed by the working group.
- b. Officers will be in attendance at all meetings.

6.3 TERMS OF OPERATION

- a. To engage with the Council's Leisure Services Manager to better understand the leisure services provided at the centre, take up from residents, and income generated.
- b. To compile a list of existing leisure services offered within Woodley and the surrounding area to better understand local competition and the provision available to residents.
- c. To undertake a short survey of Members of the Council to capture suggestions for leisure services the Council might wish to consider providing at the centre in the future.
- d. To understand the buildings, infrastructure and outside spaces currently available at the leisure centre, including the age, capacity, and suitability of available spaces.
- e. To identify potential enhancements to be made to buildings, infrastructure and outside spaces at the leisure centre, with the aim of increasing the Council's leisure service offering for residents and optimising revenue, and to make a recommendation to the Leisure Services Committee as to how to progress these.
- f. To consider potential leisure services which might be offered at the centre in future, in light of any recommended building, infrastructure and outside space enhancements, and to make a recommendation to the Leisure Services Committee as to how these may be progressed.
- g. To engage with suitable architects / suppliers to create a formal proposal for the redevelopment of the leisure centre, focusing on the leisure services identified by the group as the priority for inclusion.

YOUTH SUPPORT SERVICES (YSS) TASK AND FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	29/08/23	No	Draft
1.0	05/09/23	No	Approved by LS Committee – 5 Sep 2023
1.1	16/01/24	Yes	Addition of end date by LS Committee & associated re-numbering
1.2	19/11/24	Yes	End date extended by LS Committee
1.3	25/03/25	Yes	End date extended by LS Committee

1. TYPE OF COMMITTEE => Task and Finish Working Group

2. PARENT COMMITTEE => Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k) => Yes

4. SIZE => 4 Councillors

5. END DATE => 10 September 2025

6. DUTIES AND POWERS

6.1 OVERALL PURPOSE

- a. In line with the Council's Strategy for Youth Services 2022-27, and in recognition of the Council unsuccessfully being able to secure a youth service provider against an agreed SLA to date, the working group's role is to consider how best to further and achieve the Council's aims to provide youth support services to children and young people in Woodley, in line with the priorities set out in the aforementioned Strategy for Youth Services, and to make a recommendation to the Leisure Services Committee as to how to achieve this within a prescribed timescale.
- b. To understand the current demand for youth support service provision in the Woodley area so as to help inform the Council's decisions and ensure its own youth support service compliments and adds to the existing provision.

6.2 MEETINGS

- a. The first meeting of the working group will take place within one month of the Leisure Services Committee meeting at which the committee is formed. Further meetings will take place as and when required in order to best achieve the stated purpose within any timescales prescribed by the working group.
- b. Members of the Community Youth Partnership will be invited to attend meetings of the working group to provide advice and insight, but will not be voting members of the committee.
- c. Officers will be in attendance at all meetings.

6.3 TERMS OF OPERATION

- a. To engage with Wokingham Borough Council to understand their targeted youth

service provision; in particular, to understand how the identification and referral of children and young people in the Woodley area currently takes place, and to ascertain if the methods of identification and referral are sufficient.

- b. To compile a list of organisations and providers currently supplying youth support in the Woodley area in order to understand the provision available.
- c. To appropriately engage and communicate with children and young people in Woodley to gauge their needs and help inform Council service provision.
- d. To engage an organisation with appropriate expertise to carry out a survey of young people in Woodley, to gauge needs and inform Council service provision. Survey to be funded outside of the SLA.
- e. To undertake a short survey of Members to capture current suggestions for potential youth support services the Town Council might wish to consider providing in the area.
- f. To compile a list of possible youth support options, including those raised by Members and local young people in relevant surveys; to investigate those options in order to consider initially their appropriateness / effectiveness against the priorities set out in the Youth Strategy, along with their potential feasibility and cost; to provide the outcomes of these investigations in an appropriate pro-forma which effectively demonstrates how each potential option meets or does not meet the priorities set out in the Strategy, the current estimated cost, and a list of pros, cons and potential issues.
- g. To make a recommendation to the Leisure Services Committee as to which youth support activities / options should be progressed, and how this may best be achieved.
- h. To consider possible activities to give young people stronger voices at local community and local government levels, including the possibility of setting up a Woodley Youth Town Council, and to make a recommendation to Leisure Services as to how this should be progressed.
- i. To involve the Community Youth Partnership in discussions to help advise and inform decisions.
- j. To consider whether the Council's Strategy for Youth Services 2022-27 is fit for purpose and, if changes are required, to make a recommendation, via Leisure Services, to Full Council to approve amendments to the Strategy.

CYCLING & WALKING TASK & FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.0	4.12.23	No	Draft Version
1.0	12.12.23	Yes	Approved by P&C Committee (12/12/23)
1.1	09.01.24	Yes	Change to Membership, and end date added – Approved by P&C (9/1/24)
1.2	30.01.24	Yes	Added a member of Loddon Valley Ramblers to group's size, and ability to appoint a non-Councillor as Chairman – Approved by P&C (30/01/24)
1.3	27.02.24	Yes	Size increased to 5 members, 3 from external organisations, and remove the naming of specific organisations – Approved by P&C (27.02.24)
1.4	21.05.24	Yes	End date extended to end of May 2025

1. **TYPE OF COMMITTEE** => Task & Finish Working Group
2. **PARENT COMMITTEE** => Planning and Community Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. YES
4. **SIZE** => 5 Members; to be made up of 1 Labour group and 1 Liberal Democrat group appointment, and 3 representatives from active local cycling and / or walking organisations (disregarding Standing Order 2.2 – political proportionality).

Any member of the group may be appointed to the position of Chairman of this working group (disregarding Standing Order 3.6.1)

5. **END DATE** => end of May 2025

6. DUTIES AND POWERS

6.1. OVERALL PURPOSE

- a. To identify, prioritise and optimise actions in order to achieve the following, approved, Strategy for Cycling:

The Town Council's strategy is to increase the number of cycling journeys in Woodley, both to support our commitment to climate change, and to promote health and wellbeing in the town.

We will do this by a programme of communication, collaboration and education in the local community aimed at improving conditions for cyclists, facilitating access to cycles, and encouraging more people to get on bikes.

And we'll provide a forum for experienced, new, and Woodley cyclists to have their say on what's needed to improve cycling in Woodley.

- b. To work with local authorities / cycling groups / experts to achieve the aims of the Strategy for Cycling.
- c. To consider ways in which improvements may also be made to walking infrastructure.

6.2. MEETINGS

- a. Meetings will take place as and when required in order to best achieve the stated purpose within the timescales prescribed by the working group.
- b. Officers will be in attendance at all meetings.

6.3. TERMS OF OPERATION

- a. To review and understand Wokingham Borough Council's Local Cycling and Walking Infrastructure Plan (LCWIP) and where it impacts Woodley and the surrounding area.
- b. To review and understand Wokingham Borough Council's Transport Strategy in terms of its contribution to and effect on cycling and walking in Woodley.
- c. To determine and design a programme of communication, collaboration and education events in the local community with relevant stakeholders, targeted at promoting [Active Travel](#) by improving both walking and cycling conditions in Woodley.
- d. To consider the introduction of a Walkers & Cyclists Forum to further collaborate between the Town Council and residents, including identifying the purpose of such a forum, the likely stakeholders, and the level of involvement required from the Town Council.
- e. To identify issues with / improvements required to existing cycling infrastructure and signage, especially those which create poor cycling conditions and reduce safety, and which discourage the take up of cycling. To consider how to resolve these, working with Wokingham Borough Council as the Highways Agency where necessary, and taking into account the Local Cycling & Walking Infrastructure Plan.
- f. To produce an action plan of recommended improvements and, where appropriate, progress them to completion, including making recommendations, via the Planning & Community Committee, to the Strategy & Resources Committee where it is identified that funding is required.

ANNUAL TOWN MEETING SUB COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
0.1	23/05/23		Draft Version – pulled from previous Town Electors Working Group ToR
1.0	27/06/23	No	Approved by FC (27/06/23)

- 1. TYPE OF COMMITTEE =>** Sub Committee
- 2. PARENT COMMITTEE =>** Full Council
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
- 4. SIZE =>** 4 Councillors
- 5. DUTIES AND POWERS**

5.1 OVERALL PURPOSE

The committee's role is to review the arrangements that were in place for holding previous Annual Town (previously Town Electors') meetings and to consider any new arrangements which might be appropriate to attract more residents to attend future meetings.

5.2 Meetings

The meetings of the committee shall take place each year in the run up to the Annual Town Meeting.

5.3 Terms of operation

- a. To consider the preferred date/s for future Annual Town meetings – the meeting must be held annually between 1 March and 1 June – and to make recommendations to Full Council as to the date/s on which meetings should be held.
- b. To review how the Annual Town meeting has operated in recent years.
- c. To consider ideas, arrangements and alternative structures to attract more residents to attend future Annual Town meetings.
- d. To consider how, for future Annual Town meetings, residents could be involved in suggesting and / or identifying items of interest relating to the town which could be discussed at the meetings.
- e. To make recommendations to Full Council on proposals for the 2024 Annual Town meeting and future Town Electors meetings.

BULMERSHE SITE OF URBAN LANDSCAPE VALUE JOINT SUB-COMMITTEE

VERSION	DATE	AMENDED?	COMMENTS
1.0	25/8/20	no	Original version
1.1	20/1/21	yes	Renamed from Working Party to Sub Committee

1. TYPE OF COMMITTEE => Joint Sub-Committee

2. PARENT COMMITTEE => Woodley Full Council; Earley Town Council

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 2 Councillors plus 1 Substitute Councillor from Woodley Town Council
2 Councillors plus 1 Substitute Councillor from Earley Town Council

5. DUTIES AND POWERS

5.1. VOTING RIGHTS

a. All members have equal voting rights.

5.2. OVERALL PURPOSE

a. To protect the Bulmershe Site of Urban Landscape Value (SULV), as currently defined in the Wokingham Borough Council MDD DPD Document and as shown on the attached map, from development.

b. To ensure that each Council is fully aware of any planning applications that have the potential to impact on the Bulmershe SULV.

5.3. MEETINGS

a. Meetings will be arranged as necessary.

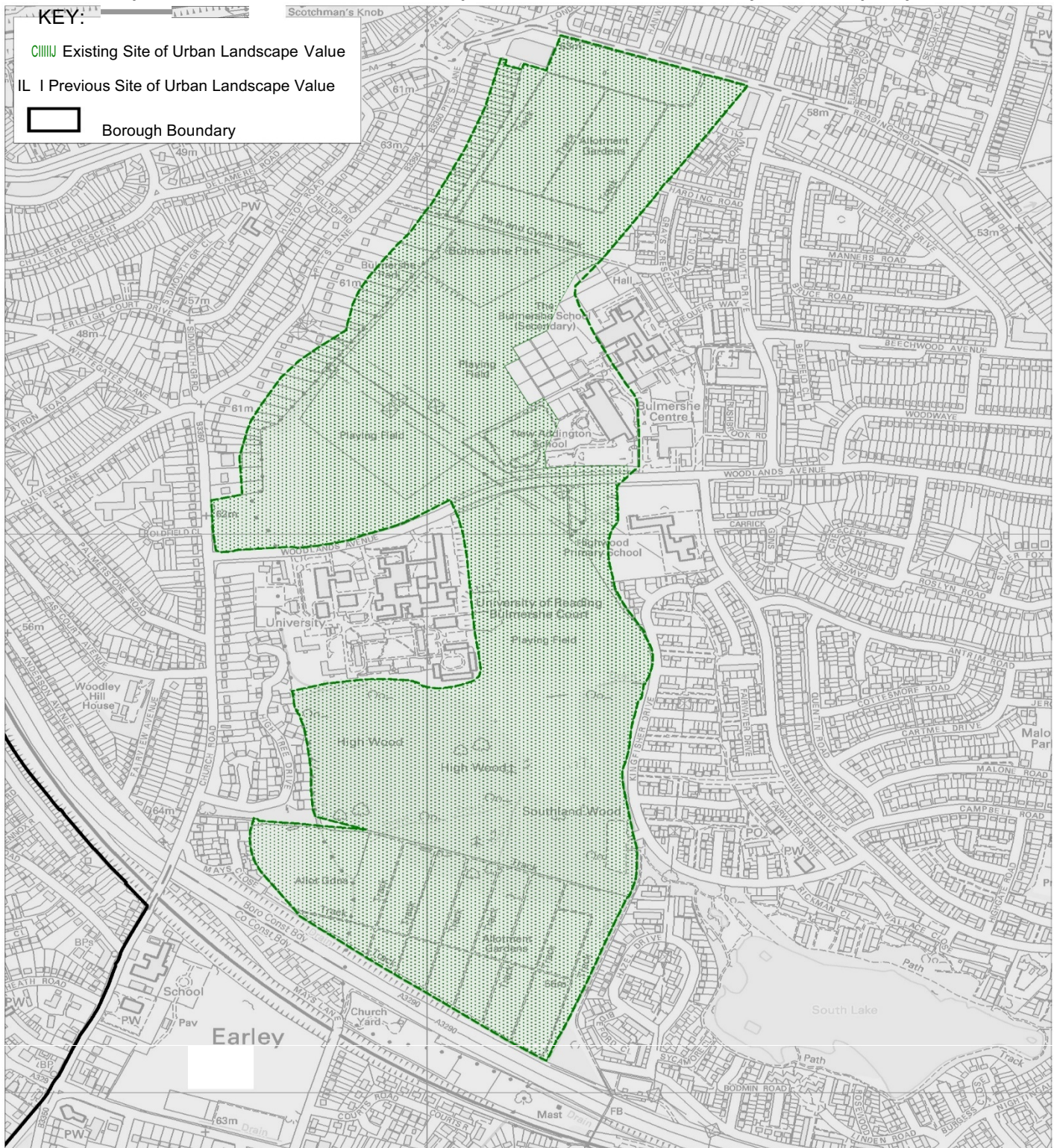
5.4. TERMS OF OPERATION

a. To define and maintain a joint statement on behalf of both Town Councils on reasons for the Bulmershe SULV to exist. To review all existing policies in place to protect the Bulmershe SULV.

b. To propose joint submissions regarding planning policy, at the appropriate times.

LANDSCAPE DESIGNATIONS

Map 311 -Amend Site of Urban Landscape Value at Bulmershe, Woodley defined in policy TB22



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Scale 1:6,000 at A3



WOKINGHAM BOROUGH COUNCIL