



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

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

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 10 June 2025, at which your attendance is requested.

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

Kevin Murray
Town Clerk

AGENDA

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**
To appoint the Chairman and Vice Chairman of the Strategy and Resources Committee for the 2025/26 municipal year.
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
4. **MINUTES OF THE MEETING HELD ON 22 APRIL 2025**
To approve the minutes of the Strategy and Resources Committee held on 22 April 2025 and that they be signed by the Chairman as a correct record.
(These minutes were provided in the Full Council agenda of 6 May 2025)
5. **ACTIONS / FOLLOW UPS**
To review the actions / follow ups arising from previous meetings of the committee. *(Appendix 5)*

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6. **FINANCE**
- a) Budgetary Control**
To receive **Report No. SR 16/25**. Page 6
- b) Payments**
To note the payments as set out in **Appendix 6b**. Page 7
- | | Current account | Imprest account |
|------------|-----------------|-----------------|
| April 2025 | £146,389.79 | £70,272.45 |
- c) Internal Audit**
To receive the final report of the Council's internal auditors for 2024/25 financial year. (**Appendix 6c**) Page 9
- d) CCLA PSDF Funds**
To note the updated position with regards to the Council's funds within the CCLA Public Sector Deposit Fund (PSDF), as shown at **Appendix 6d**. Page 28
7. **OAKWOOD CENTRE INCOME UPDATE**
To note the following Oakwood Centre Income updates:
- a) Bookings and Room Hire**
Room hire income for April 2025 was £5,698 against the budget target of £6,399. Income against budget is shown at **Appendix 7a**. Page 29
- b) Catering Income**
Catering income through the contract with Crumbs for April 2025 was £830 against the budget target of £557. Income against budget is shown at **Appendix 7b**. Page 30
8. **WOODLEY TOWN CENTRE PARTNERSHIP**
To receive the report of the Woodley Town Centre Partnership meeting held on 16 April 2025. (**Appendix 8**) Page 31
9. **CAPITAL PROJECTS SCHEDULE**
To note the update on Council projects, as given in **Appendix 9**. Page 34
10. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
11. **PUBLICITY AND WEBSITE**
To consider items to be publicised.

ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		13 June 2023	
Minute	Action	Progress Update	Last Updated
7	The Leisure Services Committee to revisit, review and establish an appropriate SLA for the provision of Youth Services in Woodley by November 2023.	Leisure Services have approved a recommended youth service provision approach (19/11/24). Updated Strategy for Youth to be considered at this meeting (S&R 22/04/2025); ultimate approval lies with Full Council. Invitation to quote publicise, and contact made with several youth service providers to discuss opportunity.	15/04/25

Meeting Date:		12 September 2023	
Minute	Action	Progress Update	Last Updated
26	To reclaim incorrectly charged VAT from HMRC, and reimburse invoiced customers incorrectly charged VAT during the claimable period.	The Council has received £133,690 from HMRC in respect of VAT charged on sports provision over a 4-year period. At S&R (22 April) Finance Manager confirmed all invoiced customers potentially due for reimbursement had not been written to – deadline for response set as end of May. Max. sum to reimburse across all would be circa £30k. After May the Council will be able to confirm how much of the £133k is left, with that money placed in an earmarked reserve for the provision of leisure services / facilities.	22/04/25

Meeting Date:		21 November 2023	
Minute	Action	Progress Update	Last Updated
48	Potential for water bottle filling stations in town centre, with Rotary having offered funding, being explored with Wokingham Borough Council.	Use of fund approved at S&R (22/04/25). Installation should take place around 6 weeks after order.	22/04/25

Meeting Date:		21 November 2023	
Minute	Action	Progress Update	Last Updated
57	Poor sound quality in Carnival Hall to be investigated to improve Full Council meeting recordings.	New delegate microphone system purchased – due for delivery by end-May 2025.	15/04/25

Meeting Date:		23 January 2024	
Minute	Action	Progress Update	Last Updated
67	Town Clerk to provide IT Manual & IT Risk Assessment to Members	At S&R meeting (22/04/2025) Town Clerk confirmed he still needed to work with the Council's new IT provider to update documents in light of the IT infrastructure upgrade in July 2024.	22/04/25
73	Consider the installation of a borehole at the allotments.	At mtg (22/4/25) Town Clerk confirmed this would be taken up with the Allotment Tenants Committee.	22/04/25

Meeting Date:		10 September 2024	
Minute	Action	Progress Update	Last Updated
32	Council to look into introduction of hearing loops in Council buildings.	New delegate microphone system with audio loop for Oakwood Centre purchased – delivery due end-May 2025. Town Clerk seeking alternatives for the community halls.	15/04/25

Meeting Date:		26 November 2024	
Minute	Action	Progress Update	Last Updated
41	Town Clerk to pursue the extension of the current lease of Wheble Park with Reading Borough Council, and to then pull together a fully costed proposal for improvements, including a long-term financial plan for maintaining and potential renewal of equipment at the end of its lifespan, to be presented to a future Strategy & Resources Committee meeting	At S&R meeting (22/04/25) Town Clerk confirmed still awaiting draft of new lease from RBC.	22/04/25

Meeting Date:		21 January 2025	
Minute	Action	Progress Update	Last Updated
69	Officers to review possibility of providing rounded figures for Council charges in future years.	Will be considered with future charges – Autumn 2025.	15/04/2025

Meeting Date:		22 April 2025	
Minute	Action	Progress Update	Last Updated
84 a)	Split the income / expenditure relating to the Alan Cornish Theatre out of that of the Oakwood Centre into its own Cost Centre.		
84 b)	Town Clerk to look into matter of high electricity supply costs for town centre clock, and report back to the Committee.		
84 e)	In relation to loan details, to provide the dates loan payments are due to cease or mature against these in future		
85	Town Clerk to re-issue Oakwood Centre room hire and catering income charts to reflect comparison against revised estimates	COMPLETE Sent 24/05/25	05/06/2025
87	Town Clerk to re-issue capital programme schedule with correct updates		

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

STRATEGY AND RESOURCES COMMITTEE		2025/26		
BUDGETARY CONTROL		Month 1 8.33%		
Description	Original Budget	Actual as at 30/04/2024	Actual as at 30/04/2025	Actual Exp as % of Budget
	2025/26	30/04/2024	30/04/2025	2025/26
EXPENDITURE				
Central Costs	440,275	41,114	33,486	7.61%
Democratic Costs	39,696	4,500	4,305	10.84%
Corporate Management	169,942	79,739	62,533	36.80%
Capital Projects	0	0	0	0.00%
Grants -Section 137	3,000	2,810	0	0.00%
Oakwood Centre	248,636	21,180	6,817	2.74%
Woodley Town Centre Ptshp	76,668	4,108	3,583	4.67%
Capital and Projects	158,730	20,146	3,966	2.50%
Town Centre	10,700	0	16	0.15%
General Reserve EMR movements	85,927	0	0	0.00%
CCLA Investment	0	0	0	0.00%
TOTAL	1,233,574	173,597	114,706	9.30%
INCOME				
Central Costs	37,471	511	31,141	83.11%
Democratic Costs	0	0	0	0.00%
Corporate Management	0	0	0	0.00%
Capital Projects	0	0	0	0.00%
Grants -Section 137	0	0	0	0.00%
Oakwood Centre	129,612	3,549	8,999	6.94%
Woodley Town Centre Ptshp	45,043	5,215	3,500	7.77%
Capital and Projects	0	0	0	0.00%
General Reserve EMR movements	0	0	0	0.00%
CCLA Investment	157,199	14,322	9,141	5.81%
TOTAL	369,325	23,597	52,781	14.29%
NET	864,249	150,000	61,925	7.17%

APPENDIX 6b

Woodley Town Council

Current Account

List of Payments made between 01/04/2025 and 30/04/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
14-Apr-25	(Personal Information)	£550.00	Market Manager fee Mar25
24-Apr-25	4 Minutes Training Ltd	£720.00	First aid training
24-Apr-25	AGA Print Ltd	£31.15	Signage boards
14-Apr-25	Anglia Sign Casting	£120.50	Bronze plaque
24-Apr-25	Awards of Distinction Ltd	£217.44	Awards engraving
14-Apr-25	Berkshire Tree Care	£1,764.00	Tree maintenance
14-Apr-25	Bowak Ltd	£788.66	Cleaning supplies
14-Apr-25	Brake Bros Foodservice Ltd	£455.31	Vending supplies
24-Apr-25	Brake Bros Foodservice Ltd	£296.84	Vending supplies
14-Apr-25	Castle Water	£3,492.54	Water rates Feb25-Mar25
22-Apr-25	Castle Water Ltd	£15.94	Water Town Ctr 28Feb25-31Mar25
01-Apr-25	CF Corporate Finance Ltd	£166.32	WPLC Photocopier Qtr rental
24-Apr-25	Churchill Contract Services Ltd	£2,139.11	Contract cleaning Apr25
14-Apr-25	Circus Scene	£595.00	Easter event
14-Apr-25	Cloudy Group Ltd	£1,154.45	ICT support
02-Apr-25	Club Manager Ltd	£106.80	Gym support-Clubmanager
14-Apr-25	CoolerAid Ltd	£98.40	Cooler maintenance
24-Apr-25	CoolerAid Ltd	£49.34	Bottled water
22-Apr-25	Crown Gas & Power	£460.31	Gas Chapel H 28Feb25-28Mar25
22-Apr-25	Crown Gas & Power	£319.63	Gas Coro H 28Feb25-1Apr25
22-Apr-25	Crown Gas & Power	£2,672.41	Gas O/C 28Feb25-31Mar25
22-Apr-25	Crown Gas & Power	£2,134.90	Gas WPLC 28Feb25-1Apr25
14-Apr-25	CDK Accounting Solutions Ltd	£603.96	Pre year end financial health check
24-Apr-25	CDK Accounting Solutions Ltd	£511.56	Year end 24.25 accounts closure support
23-Apr-25	Ecotricity	£92.82	Elec Chapel H 28Feb25-1Apr25
23-Apr-25	Ecotricity	£161.83	Elec Coro H 28Feb25-1Apr25
23-Apr-25	Ecotricity	£807.65	Elec Depot 28Feb25-28Mar25
23-Apr-25	Ecotricity	£2,569.04	Elec O/C 1Mar25-1Apr25
23-Apr-25	Ecotricity	£1,785.32	Elec WPLC 28Feb25-1Apr25
14-Apr-25	EDF Energy 1 Ltd	£117.92	Electricity supply town clock Mar25
10-Apr-25	Epos Now Ltd D/D	£30.00	WPLC till supp 11Apr25-11Mar25
24-Apr-25	Eventu	£50.00	Projector hire
14-Apr-25	Fresh Berkshire Ltd	£300.00	Catering March 2025
14-Apr-25	Grabloader Ltd	£720.00	Gardening supplies- soil
14-Apr-25	Henry Street Garden Centre	£842.90	Gardening supplies
22-Apr-25	HMRC Cumbemauld	£23,915.99	PAYE Apr25
14-Apr-25	Impress Print Services Ltd	£1,353.00	Herald Printing
29-Apr-25	Les Mills Fitness UK Ltd	£231.30	Live program-gym coach
01-Apr-25	Lloyds Bank D/D	£39.96	Current 10Feb25-9Mar25
14-Apr-25	Lloyds Bank D/D	£368.62	Cardnet service fee Mar25
29-Apr-25	Lloyds Bank D/D	£63.08	Current 10Mar25-9Apr25
24-Apr-25	Lyreco UK Ltd	£123.95	Stationery supplies
08-Apr-25	Mailcoms Ltd D/D	£102.60	Franking machine update
15-Apr-25	Merchant Rentals Ltd	£19.50	Cardnet machine rental Apr25
15-Apr-25	Merchant Rentals Ltd	£19.50	Cardnet Machine rental Apr25
14-Apr-25	National Association of Local Councils	£42.00	Councillor Training
14-Apr-25	Office Furniture Online	£180.12	Office Furniture
14-Apr-25	Peninsula Business Serv	£810.55	HR Support service monthly charge Mar25
22-Apr-25	Prudential	£300.00	Pension AVC Apr25
01-Apr-25	Public Works Loan Board	£6,676.72	Loan - capital & interest repayment
24-Apr-25	Public-i Group Ltd	£31,673.59	Conferencing AV equipment
14-Apr-25	Reading Borough Council	£9,673.00	Annual allotment rent Jun24-Jun25
24-Apr-25	Reading Community Energy Soc Ltd	£584.38	Jan25-Mar25 solar electricity Oakwood & Woodford Park
04-Apr-25	SecureHeat	£250.20	Electric service subscription
14-Apr-25	SecureHeat Ltd	£525.52	Boiler repair & fuel seals
24-Apr-25	Select Environmental Services Ltd	£952.22	Refuse collection Mar25
04-Apr-25	SGW Payroll Ltd	£149.66	Payroll service Mar25 fee
28-Apr-25	SGW Payroll Ltd	£188.42	24/25 yearend payroll services
29-Apr-25	Siemens Financial Services	£1,236.62	Monthly Hire of Gym equipment Apr25
14-Apr-25	SSE Energy Supply Ltd	£242.23	Street light Elec supply March 2025
14-Apr-25	Technical Surfaces Ltd	£1,092.00	3G rubber
24-Apr-25	Technical Surfaces Ltd	£546.00	3G rubber
14-Apr-25	Ten Technology Group Ltd	£4,945.33	Digital sign installation Oakwood Centre

14-Apr-25	Thames Valley Signs Ltd	£144.00	Signage Oakwood Centre
14-Apr-25	Thames Valley Water Services Ltd	£174.00	Monthly water check Mar25
22-Apr-25	The Berkshire Pension Fund	£26,009.62	Pension contributions Apr25
14-Apr-25	Trade UK - Screwfix	£802.16	Building supplies
01-Apr-25	Wokingham BC - Rates	£525.15	Rates Coro H 1Apr25-30Apr25
01-Apr-25	Wokingham BC - Rates	£1,804.28	Rates O/C 1Apr25-30Apr25
01-Apr-25	Wokingham BC - Rates	£235.42	Rates-Chapel H 1Apr25-30Apr25
01-Apr-25	Wokingham BC - Rates	£2,860.50	Rates-WPLC 1Apr25-30Apr25
14-Apr-25	Zapakam Ltd	£586.55	Staff uniform

Total Payments

£146,389.79

CLERKS IMPREST A/C

List of Payments made between 01/04/2025 and 30/04/2025

Date Paid	Payee Name	Amount Paid	Transaction Detail
04-Apr-25	(Personal Information)	£30.00	Refund key
04-Apr-25	(Personal Information)	£200.00	Refund deposit
09-Apr-25	(Personal Information)	£15.00	Refund key
09-Apr-25	(Personal Information)	£15.00	Refund key
09-Apr-25	(Personal Information)	£30.00	Refund key
09-Apr-25	(Personal Information)	£75.00	Refund deposit
09-Apr-25	(Personal Information)	£75.00	Refund deposit
09-Apr-25	(Personal Information)	£75.00	Refund deposit
16-Apr-25	(Personal Information)	£200.00	Refund deposit
22-Apr-25	(Personal Information)	£15.00	Refund key
25-Apr-25	(Personal Information)	£200.00	Refund deposit
25-Apr-25	(Personal Information)	£200.00	Refund deposit
01-Apr-25	Amazon Business Account	£152.40	Jumbo toilet paper
02-Apr-25	Amazon Business Account	£80.37	Easter eggs for hunt
03-Apr-25	Amazon Business Account	£6.95	Vacuum brush heads
04-Apr-25	Amazon Business Account	£51.20	Easter eggs-hunt
04-Apr-25	Amazon Business Account	£54.81	County hardware slides
04-Apr-25	Amazon Business Account	£20.16	Easter eggs-hunt
10-Apr-25	Amazon Business Account	£28.00	Velvet fabric
10-Apr-25	Amazon Business Account	£14.25	Latex balloons
11-Apr-25	Amazon Business Account	£540.00	Stable resin/stones
11-Apr-25	Amazon Business Account	£21.80	Health & Safety sign
11-Apr-25	Amazon Business Account	£38.98	Black trainers
11-Apr-25	Amazon Business Account	£29.80	Haagen theatre bulbs
14-Apr-25	Amazon Business Account	£64.95	Trailer cart pull along trolley
14-Apr-25	Amazon Business Account	£190.00	Henry cordless vacuum
14-Apr-25	Amazon Business Account	£20.86	Reinforced Epoxy putty
14-Apr-25	Amazon Business Account	£7.99	Underwater sealing tape
16-Apr-25	Amazon Business Account	£155.00	Henry Vacuum cleaner
17-Apr-25	Amazon Business Account	£34.98	Air freshener refills
17-Apr-25	Amazon Business Account	£39.98	Rose clear spray bottle
17-Apr-25	Amazon Business Account	£16.57	Air freshener pods
17-Apr-25	Amazon Business Account	£59.99	Round fence posts
17-Apr-25	Amazon Business Account	£61.34	Rollomatic chainsaw bar
22-Apr-25	Amazon Business Account	£69.94	5Ltr Teak oil
10-Apr-25	Anglia Sign Casting Limited	£99.14	Barnes-Brze plaque
30-Apr-25	Black Country Metal Works Ltd	£190.00	Tree Guards
30-Apr-25	Chew Valley Trees	£192.00	Trees
29-Apr-25	Cloudy IT	£1,054.20	Dell latitude lap top
30-Apr-25	Fuel/Petrol Petty cash	£119.99	petty cash top up
23-Apr-25	GLC	£190.92	Garden Supplies
23-Apr-25	Holyart t/a Pulcranet Srl	£39.94	Wax garden Torches
17-Apr-25	Killpest Pest Control Services	£150.00	Pest control O/C
23-Apr-25	Lloyds Bank	£64,055.35	net payroll for Apr25
14-Apr-25	Lloyds Bank D/D	£11.86	Imprest 10Feb25-9Mar25
29-Apr-25	Maiden Erlegh Launderette & Dr	£68.00	Table cloth laundry
30-Apr-25	PETTY CASH A/C	£119.99	Petty cash top up
07-Apr-25	Skyguard Limited	£47.94	Safepeople-Smartphone
24-Apr-25	Zoom Video Communication Inc	£1,042.80	Annual Licence

Total Payments

£70,272.45

April Skies

Accounting

Kevin Murray
Woodley Town Council

19 May 2025

Dear Kevin

Woodley Town Council - Internal Audit 24-25 **Final Audit**

The internal audit for the 24-25 financial year is now complete. I am pleased to be able to report that I have signed off the internal audit section of the Annual Governance and Accountability Return (AGAR) for with one comment, which follows a recommendation raised by external audit.

<u>M: Arrangements for Inspection of Accounts</u>	23-24 notice regarding the period for the exercise of public rights was published on the same day as the period and not published before the start of the period. (External Audit Direction)
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The Council must mark assertion 4 on the 24-25 Annual Governance Statement as “NO”.

As stated in the engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete Section 4 of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year.

In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued by the Audit Practices Board and our procedures are not designed to provide assurance over the reliability and quality of your financial statements and management information – that is the job of external audit.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These control assertions are set out below, together with the results of my internal audit work for 24-5. Recommendations followed up from the 23-24 audit are set out at Appendix A. At Appendix B I list a schedule of recommendations raised at the 24-25 audit.

The audit was completed over three visits. Interim audits were carried out on 31 October and 4 March, these concentrated on in year financial transactions and governance controls. The final audit was completed on 14 May and concentrated on the statement of accounts and balance sheet.

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A. Books of Account

First Interim Audit

The Council uses the RBS Omega accounting system, an industry specific accounting package to record accounting transactions. Woodley also uses the following modules supplied by RBS that feed directly into the accounting system:

- allotments
- purchase ledger
- sales ledger
- Purchase ordering has been added since my last audit and is being used
- The asset register module has been purchased and is being populated in preparation for the 24-25 accounting statements, following a recommendation raised at last audit.

I note that the RFO is retiring from the Council in June 2025. It is important that the Council prepares for this by:

- Ensuring all key finance processes are documented
- Training alternative staff to operate key financial processes

This will ensure a smooth handover to a new RFO, and ensure adequate back up is in place to enable the Council to function effectively during the handover.

The RFO also explained that he is not currently able to access Woodford Park Leisure Centre finance systems, due to server access issues. This access must be restored, the RFO needs access to these systems to update the accounting system and to carry out checks on income received at Woodford Park.

I have tested the brought forward balances against the audited prior year annual return and can confirm these have been brought forward correctly. Box 7 on the audited accounts for 23-24 was £3,413,689. This agrees to the period 0 balance sheet on Omega.

The Council is VAT registered, necessary because of the income generating activities at the Council. I have confirmed that the Council's VAT returns were up to date, with the claim for the 3 months to 30 September 2024 submitted to HMRC on 8 October 2024. I checked that balances in the return could be agreed to schedules produced by the accounting system. VAT reclaimed of £15,777 for quarter 2 has also been agreed to the Council's VAT control account.

Second Interim Audit

The Council has two significant changes coming up with regard to financial management. The RFO is retiring in June, and a new financial management system is being introduced to replace the Rialtas accounting system. The Council must ensure that access to archived data is retained in line with document retention requirements as part of the closedown of Rialtas. I will carry out an early interim audit in 25-26 to review controls and balances on the new finance system.

Final Audit

The Council supplied the annual return report from the RBS accounting system for the year end audit. I have checked figures in this report back to detailed year end reports produced from the accounting system:

- All comparatives reported in the financial statements have been agreed back to the audited 23-24 accounts, as published on the council website, with the exception of fixed assets, which have been restated – see section H below.
- Accounting statements agreed to detailed annual return reports
- Box 7 - balances carried / brought forward – agreed to balance sheet
- Box 8 – cash – agreed to Cash and investment report
- Box 9 - fixed assets - agreed to asset register

The Council has successfully appointed a new RFO with relevant public sector experience, and will be moving to the new finance system in the next few weeks. It would be sensible to have an additional audit visit in September to walk through transactions in the new finance system, to ensure it is operating as intended.

B. Financial Regulations & Payments

First Interim Audit

Financial Regulations were reviewed at Full Council in May 2024. These incorporated changes to the NALC template that have recently been published, with local amendments to match controls in place at WTC.

The Council gives authority to spend via the annual budget process. The budget is published annually in the budget book. Service managers are permitted to place orders for goods and services against approved budgets. Purchase orders must be raised for all orders where a contract is not in place.

Invoices are sent to the RFO. Once confirmation of receipt of goods or service has been confirmed by budget manager, these invoices are loaded on to the purchase ledger and coded to the relevant cost centre. The RFO prepares the weekly payment run. All invoices are scanned and attached to a batch schedule and sent to the Clerk for review. The invoice batch is then sent to 2 from a panel of 4 councillors, who authorise invoices for payment. The payments are set up at the bank by the RFO and authorised by the Clerk (or back up bank signatories). Invoice batch and evidence of authorisation is filed by the RFO.

The Council has a robust procedure in place to ensure that all expenditure is authorised in line with financial regulations. I selected a sample of 15 transactions from all cashbooks for the first 6 months of the financial year and tested the following:

- Transaction could be agreed back to invoice
- Purchase order in place and authorised appropriately
- Payment approval emails were on file, from 2 councillors,

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- VAT accounting correct
- Direct debit payments approved at a Council meeting
- Expenditure appropriate for the Council

I note that the Council still depends on 2 councillors to authorise payments. This duty should be shared by other councillors at least once a quarter to ensure familiarity with the process.

My testing identified one anomaly, in the process for making debit card payments from the imprest account. Financial regulations require :

“The signatories for payments from the imprest account are the Town Clerk, the Deputy Town Clerk, the Leisure Services Manager and the Committee Officer. Two signatories are required to approve payments from this account.”

This process is not followed for debit card payments made on the imprest account. It is recommended that processes for making debit card payments out of the imprest account is made clearer at the next review of Financial Regulations.

Second Interim Audit

I tested a further sample of 5 transactions from months 7 to 11 of the financial year, all selected from cashbook one. I repeated tests from the first interim audit, and was able to conclude that

- Transaction could be agreed back to invoice
- Purchase order in place and authorised appropriately
- Payment approval emails were on file, from 2 councillors,
- Expenditure appropriate for the Council

Final audit

Non pay expenditure per box 6 to the accounts amounted to £944,378 up from £895,144 in 23-24 .

I carried out further testing of expenditure from month 12 of the financial year – 2 further transactions were audited. For both transactions tested I was able to agree cashbook back to invoice, and to check that :

- An appropriately authorised purchase order was in place
- Evidence of authorisation of payment at bank by 2 councillors was on file (email)
- Expenditure was appropriate for the Council

Accrued expenditure at year end was £21,107. I reviewed the accruals listing . All accruals raised were of the type I would expect to see at this council, and I am satisfied that these costs have been properly allocated to 2024-5:

- March 2025 utilities costs
- External and internal audit costs relating to 2024-25 but not yet invoiced.

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C. Risk Management & Insurance

First Interim Audit

The Council's main insurance policy is with Hiscox Insurance. This was in date at the time of my audit with a start date of 1 April 2024, valid "until the policy is cancelled."

9 buildings are insured. Asset insurance in place for 24-25 is set out below

Item description	Excess	Amount Insured
Total Buildings	£250	£11,469,481
Gates and fences	£250	£29,266
Fixed outside equipment	£250	£78,793
Street furniture	£250	£55,524
War memorials	£250	£35,219
Playground equipment	£250	£566,272
Sports surfaces	£250	£0
Other surfaces	£250	£154,524
Rent receivable	£250	

Woodford Park Leisure Centre is insured at a value of £7m.

I will test the risk assessment, computer back up arrangements and cyber insurance at a later interim audit.

Second Interim Audit

The Council completed the review of the risk management strategy at the Full Council meeting on 11 February 2025 – minute 84.4. I have reviewed the strategy, and it appears appropriate for this larger council, whilst there were no material changes, there is evidence of update in year. The 25/26 disaster recovery plan was adopted at the same meeting.

The Town Clerk confirmed that the Council is working with the ICT contractor to complete an ICT risk assessment in 25-26. This will include cyber security risks and controls around data back up and recovery testing.

D. Budget, Precept & Reserves

First Interim Audit

The Council is in the process of preparing the 25-26 budget – I will review in more detail at my next audit.

I confirmed that the Council continues to receive budget monitoring reports as required by financial regulations. Summary Council income and expenditure reports for the period to the end of Quarter 2 were reported to the September Strategy and Resources committee. Individual sub-committees also continue to receive service specific budget monitoring reports – eg Leisure committee to month 4 at meeting on 3rd September.

Second Interim Audit

The Council has completed the budget and precept setting process for 25-26. This was approved at the Full Council meeting on 11 February 2025 – minute 71.2. A precept of £1,165,759 was set, supported by a detailed budget, which is published in the budget book available on the Council website. The budget is summarised as follows:

Expenditure	£2,638,501
Income (including precept)	£2,229,949
Deficit – to be funded from general reserve	£ 138,552

The treasury management policy was updated at the same meeting, formally setting out the Council's targeted general reserve of £500K, supported by strong earmarked reserves to support the Council's asset base.

Final Audit

Reserves at 31 March 2025 were £2,607,523 (23-24 £3,413,689).

General reserves at year end were £789K. This represents 67% of precept, at the upper mid-point of recommended levels set out in the NALC Practitioners' Guide. I consider this level of general reserve to be appropriate for Woodley, given the level of precept, and well developed earmarked reserves, plus high levels of non-precept income.

Earmarked reserves at 31.3.25 were as follows:

Christmas Lighting EMR	7880.00
Capital Programme Fund	95428.84
OC Buildings & Facilities EMR	17785.21
WPLC Buildings & Facilities EM	76169.49
Cap-Receipt-Assets	89400.00
Cap-Receipt- Silver Fox	5121.71
Play Area Reserve	324.12
Climate Emergency EMR	6113.03
Allotment Roadways EMR	1014.20
3G Pitch Carpet Replace't EMR	108000.00
WTC AV Equipment EMR	4605.34
WTC History Timeline EMR	3249.87
ELECTION RESERVE	19500.00
ALLOTMENT TOILETS	1340.84
CAPITAL Receipt RSV (INV)	1225000.00
Allotment Security	611.23
Clock/Pagoda Reserve	2983.83
WPLC VAT Reclaimed EMR	133689.95
CIL FUNDS	0.16
Town Centre Comm EMR	5660.70
Town Centre CCTV EMR	15000.00
Allotment Environment EMR	100.00
TOTAL	1818978.52

The £1.2m capital receipt reserve is held to fund future repayments of PWLB loans. Other reserves are in place to support the Council's asset base. I remind the Council that further work should be carried out an asset management plan, to ensure funds are in place to fund future maintenance costs for the Council's extensive asset base. There is a risk of insufficient funding for essential repairs and maintenance costs if a costed maintenance plan is not considered as part of budget and precept setting.

E. Income

Second Interim Audit

I carried out testing of Council income at my second interim audit. I selected a sample of transactions from the cashbook for the first 11 months of the financial year. For all transactions tested I was able to agree income recorded in the cashbook back to appropriate documentation:

- Invoice raised by the Council – I checked appropriate fees and charges have been applied, and where discounts have been awarded to regular hirers / local clubs, these are within the 20% threshold permitted in the Council's scheme of delegation, as approved at S&R Committee in June 2023.

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Record of card / cash receipts recorded on till roll at WPLC,

- Gym income – checked to Gocardless system, which is used to collect gym membership income.

My sample included a credit of £70K relating to a proceeds of a land sale received from Woodley Lawn Tennis Club. This has been checked to communication from the solicitor.

I reviewed the Council's sales ledgers. Woodford Park was clear, with all debts recorded current. There are a small number of debts more than 60 days old on the sundry debts ledger. These should be pursued and a process introduced where the sales ledger is checked at least monthly, with debt follow up procedures enforced for any debts older than 30 days.

Final Audit

Precept per box 2 to the accounts was £1,164,500 (23-24 £1,195,649). This has been agreed to third party documentation provided by central government

Income per box 3 to the accounts was £1,145,617 (23-24 £1,205,130).

Further testing of income booked to the cashbook for the final 2 months of the financial year was carried out at the final audit. Transactions were selected from the cashbook and checked to supporting documentation. These included:

- Go cardless statement (gym membership)
- Grant remittance advice – grant from WBC to fund theatre study
- WPLC daily income – cashbook credit agreed to daily reconciliation sheet. 2 higher value transactions have been checked from reconciliation sheet to credit card machine slip
- Room hire – cashbook credit agreed to invoice and to fees and charges schedule.

All income transactions were checked to bank.

F. Petty cash

Petty cash balances at year end were as follows:

Town Council Office – 224.27

Petrol account - 120.00

The petty cash has been counted in March 2025, and reconciled to accounting records. I checked the Council office count from March 2025, and confirmed it has been signed by the Town Clerk and RFO.

G. Payroll

Second Interim Audit

I tested the payroll for August 24. I tested the following payments from cashbook, back to payroll records:

- Net pay paid to staff
- Payment to pension provider
- Payment to HMRC

I also tested pay for four individual staff members, working from payroll records back to contracts of employment. Whilst this generally worked well, I faced issues in verifying the pay of officers who have been with the Council for a number of years. It is recommended that

- the rates of pay of all staff who have been with the Council for more than 3 years should be checked and new contracts issued
- an annual process is introduced, so that at each annual pay award, the rates of pay for each employee is verified back to contract, and a pay award letter issued, stating rate of pay, scale point and hours of work.
- New contracts should be issued whenever staff change hours or a change is made to scale point (other than contractually due increments)

The Town Clerk confirmed that the Council has recently contracted with Peninsula to enhance HR support and documentation.

Final Audit

Staff costs per box 4 to the accounts were £1,198,565 (23-24 £1,146,627).

At the final audit I confirmed that only costs relating to the employment of staff (salary costs / Employers NIC and Pension Costs) were included within staff costs in the statement of accounts, as required by the NALC Practitioners' Guide.

H. Assets and investments

Second Interim Audit

The Council is looking to complete a review of the fixed asset register in 24-25, following previous audit recommendations. A new fixed asset policy was approved at April Strategy and Resources Committee. The RFO is currently working through the asset register to produce a more accurate asset register. This work needs to be completed by March 25 to ensure accurate accounts. It is likely that this will result in a restatement of the 23-24 balance for fixed assets on the AGAR.

I reviewed the draft asset register with officers, and provided guidance on accounting for a number of assets. I remind the Council that a 2 stage reconciliation will be needed for the asset register at year end:

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1. Restatement of 23-24 closing balance. I will need to see a reconciliation between the balance on last year's AGAR and the restated balance for 31.3.24, showing all assets removed and added to the asset register
2. Reconciliation of 24-25 asset register with any additions or disposals listed.

Detailed working papers should be retained, these may be requested by external audit.

Final Audit

Fixed Assets at year-end were £7,843,618 (23-24 £7,694,606 RESTATED) Increase in year: £149,012

The Council has restated the 23-24 balance for fixed assets. This is set out below:

Box 7 Fixed Assets 23-24 Audited AGAR	- £7,675,816
Box 7 Fixed Assets 23-24 on current year AGAR	- £7,694,606
Value of Restatement	- £ 18,790

The restatement occurred as a result of a validation exercise undertaken by the Council as part of the process of moving the asset register on to the accounting system.

This identified the following adjustments to the asset register:

Assets not previously recorded on the asset register - now added as an adjustment to the opening balance at 1.4.24	468,607.00
Assets previously recorded on the asset register - now removed as an adjustment to the opening balance at 1.4.24. These assets are no longer held by the Council or were recorded in a way that means that they could not be attributed to specific assets	449,817.00
Net Change to Opening Balance Fixed Asset Register	18,790

The new RFO should ensure that adequate working papers are in place to support this adjustment, in case of queries from external audit.

The asset register has been moved on to the Rialtas Fixed Asset module since my last audit. I have agreed the year-end balance recorded in the accounts back to the asset register held on the accounting system. The asset register appears complete and to record assets at cost or proxy cost, as required by regulations. Additions for the year of £149K have been agreed to a schedule of assets purchased in 24-25 (there were no disposals). The highest value additions in year were :

- Toilets at Woodley Centre - £70K
- Winch at Theatre £19.7K
- New Boiler £14.4K

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I. Bank reconciliations

First Interim Audit

The Council operates 7 cashbooks on the Omega accounting system. Each day the Finance officer logs on to Lloyds Bank and downloads bank statements. The bank statement and RBS cashbook are brought into balance on a daily basis. This is necessary at WTC, given the large number of low value transactions on the bank account, generated by the Leisure Centre.

Monthly bank reconciliations for all bank accounts are promptly after each month end . This is clearly evidenced in the Council's bank reconciliation file. The September 2024 bank reconciliation was tested in detail. I confirmed the following for all 7 cashbooks:

- All balances on the bank reconciliation were agreed back to bank statements / cashbooks
- Arithmetic checked for accuracy.
- Any unrepresented items were checked to subsequent clearance through bank.

At the time of my audit, Councillor review of the bank reconciliations for September had not yet been completed, although file review confirms this control is in place

Second Interim Audit

I checked bank reconciliations – all September bank reconciliations had been reviewed by a councillor and signed as reviewed. Reconciliations had been reviewed to the end of December at the time of my March interim audit.

I note £844K is due to repaid to PWLB on 31 March 2025. Care will need to be taken to ensure that Council accounts match PWLB accounting statements at 31 March 2025 – there were issues with this in 23-24.

Final Audit

Cash at box 8 was £2,603,518 (23-24 £3,467,064)

I confirmed that the year end bank reconciliation has been completed for all bank accounts These were reviewed by Cllr Baker prior to my audit, the review evidenced on the bank reconciliation and on all bank statements (including CCLA deposits) . I reperformed the year end bank reconciliation, and was able to:

- Confirm cashbook balance to accounting system
- Confirm bank balance to bank statement
- Check arithmetic is correct.

Borrowings at box 10 £1,671,410 (23-24 £2,525,438)

The accounts balance at 31.3.25 has been agreed to the year-end statement published on the Debt Management Office website. Loans owed by Woodley at balance sheet date are set out below:

Borrower Name	Loan Number	Advance Date	Maturity Date	Principal Balance Outstanding (£)
WOODLEY TOWN COUNCIL (BERKS)	PW454569	18-Jul-1984	31-Mar-2044	38,019.01
WOODLEY TOWN COUNCIL (BERKS)	PW460907	16-Sep-1986	31-Mar-2026	18,775.08
WOODLEY TOWN COUNCIL (BERKS)	PW467556	04-Oct-1989	30-Sep-2029	30,290.10
WOODLEY TOWN COUNCIL (BERKS)	PW485429	30-Mar-2001	30-Mar-2026	1,225,000.00
WOODLEY TOWN COUNCIL (BERKS)	PW489575	17-Jan-2005	30-Sep-2030	38,442.06
WOODLEY TOWN COUNCIL (BERKS)	PW504186	26-Jun-2015	26-Jun-2030	107,070.06
WOODLEY TOWN COUNCIL (BERKS)	PW505314	31-Aug-2016	31-Aug-2026	17,400.74
WOODLEY TOWN COUNCIL (BERKS)	PW507873	01-Oct-2018	01-Oct-2043	196,413.34
TOTAL				1,671,410.39

J. Year-end accounts

Satisfactory – Woodley has produced accounts on an accruals basis, it is required to do this is required as income / expenditure is in excess of £200k. A reconciliation between box 7 and 8 of the accounting statements has been prepared – the difference is due to year end debtors and creditors. A variance analysis has also been prepared for external audit, this explains changes in accounting statement values between 23-24 and 24-25.

L: : The Authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements

Final Audit

As a larger Council, with income / expenditure in excess of £200K, Woodley is required to follow the 2015 Transparency Code. The Council meets the requirements of the Code by publication of information on the “Financial” page on the Council website. I checked the following information:

- Payments to suppliers - updated to end of March 25
- Grants awarded - updated to show awards made to date in 24-25
- Schedule of contracts – up to date for 24-25

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M: Arrangements for Inspection of Accounts **First Interim Audit**

The external auditors raised the following point in the “other matters” section of the 23-24 audit certificate.

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

Whilst I consider this to be a minor administrative error, the directions of the auditors must be followed. I must report that the Council has not met the requirements of this control objective and the Council must mark assertion 4 on the 24-25 Annual Governance Statement as “NO”.

N: Publication requirements 23-24 AGAR

First Interim Audit

I confirmed that the Council has correctly loaded the audited accounts, annual governance statement and audit certificate for 23-24 on to the Council website. The conclusion of audit certificate has been correctly published, with a date of 19 September, in advance of the 30 September deadline but after the date of the audit certificate (18 September). The audit certificate was reported to Council at the September meeting of Full Council (minute 59).

O. Trusteeship

Second Interim Audit

The Council is Trustee of Woodley Memorial Recreation Ground – Charity 300098. The Council submitted the annual return for 23-24 on 20 September 24, before the regulatory deadline. Receipts and payments are below £25K so an independent examination is not required. I have confirmed that the charity meets twice a year, and minutes are recorded. I am satisfied that payments to the Council from the Charity are properly approved at a meeting of the Charity each year.

I would like to thank you and the team at the Council for your assistance with the audit. I attach my invoice and the internal audit report from the AGAR for your consideration. I would particularly like to thank Ash for his help over the past few years, and to wish him well in his retirement.

I look forward to working with you again in 25-26. As discussed, I will arrange an additional audit in 25-26,, to be completed at the end of the summer, to review implementation of the new finance system.



Mike Platten CPFA

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Appendix A Matters Outstanding from 23-24 audit

Matter Arising	Recommendation	Council Response
Councillor review of payments	The Council is dependent on 2 councillors to carry out most of the work in authorising payments to suppliers. This work should be shared with other councillors who are authorised signatories to ensure sufficient back up is in place if main signatories are not available	Actioned. Payment authorisations now being split between signatories
Evidence of councillor review of payments	Evidence of approval to pay from councillors is not adequate. I recommend that email confirmation of approval to process payment runs is saved and stored with payment run filing.	Actioned. Payment approvals saved and stored with payment run filing
Fidelity insurance is set at £250K, this appears low for a council with over £3m at bank at last year end.	I recommend that this should be raised with the insurer.	Fidelity Insurance is £750k and reflects potential risk.
Bank reconciliation	The Councillor completing the review of the bank reconciliation should report the results of this work to a meeting of Council at least once a quarter.	In progress. Bank Rec confirmation to be reported to meetings of Full Council going forwards.
One invoice tested was for room rental by Optalis limited. I note from discussion with the Deputy Town Clerk, that Optalis have not signed a new lease, and are	I therefore recommend that: - The room hire rate charged to Optalis is approved at a Council meeting - The Council seeks to finalise the lease with Optalis. At	Now actioned and approved at Council

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April Skies

Accounting

invoiced as a room hirer. However, I was not able to agree the rate invoiced to Council fees or charges, or a minute of a council meeting confirming the amount to be paid by Optalis.	present this company are able to end the rental agreement with no notice.	
Each officer employed by the Council should be issued a pay award letter each time there is change to the officer's payroll (annual pay rise / change to hours / promotion etc).	This should state scale point / contracted working hours / annual salary	Actioned. Pay award letters issued. Individuals will receive detailed letter when there is a change to their scale point/hours/salary
Payroll standing data	The schedule of standing payroll information retained by the RFO should be checked against contracts for all officers at least once a year, and countersigned by the Town Clerk	Actioned. Schedule signed annually by the Town Clerk
The Leisure Centre Manager sets gym membership fees, this has been the position for a number of years.	To ensure compliance with financial regulations, gym membership fees should be reviewed by Council alongside other fees and charges	Actioned. Gym Membership rates to be included with annual charge setting.
The location of the safe key at WPLC should be reviewed	Ideally this should be stored in a locked or password controlled key safe	In progress - locked key press to be installed
WPLC – safe key	The daily till process should be documented and issued to staff as part of induction processes	In progress. Documented induction being implemented.
WPLC - till and sales system	The daily till process should be documented and issued to staff as part of induction processes	In progress. Documented induction being implemented.
Standing sales data on the room booking / gym manager and till system should be checked annually by the RFO to ensure it agrees to fees approved by Council.	This review should be evidence and retained	Still outstanding

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April Skies

Accounting

I note that the RFO has access to key financial systems at the Leisure Centre.	It is recommended a monthly checklist should be drawn up, the RFO should then access WPLC systems to check on areas such as gym membership balances / completeness of invoicing of room bookings / checks on till balances.	Actioned. Check list in place
There is no presentation of the overall budget position of the Council in year.	It is recommended that this is carried out quarterly in 24-25, and is reviewed by Full Council.	In progress. Report to be presented to meetings of Full Council going forwards.
The Council has adopted a new fixed asset register policy in preparation for a review of the fixed asset register.	I recommend that the Council validates the fixed asset register in line with the new policy. Assets should then be recorded on RBS asset management software.	In Progress

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Appendix B Matters arising First Interim Audit 24-25

Matter Arising	Recommendation	Council Response
I note that the RFO is retiring from the Council in June 2025. It is important that the Council prepares for this by: - Ensuring all key finance processes are documented - Training alternative staff to operate key financial processes	This will ensure a smooth handover to a new RFO, and ensure adequate back up is in place to enable the Council to function effectively during the handover	Noted and handover in progress
The RFO also explained that he is not currently able to access Woodford Park Leisure Centre finance systems, due to server access issues.	This access must be restored, the RFO needs access to these systems to update the accounting system and to carry out checks on income received at Woodford Park.	Still an issue at year end audit
My testing identified one anomaly, in the process for making debit card payments from the imprest account.	It is recommended that processes for making debit card payments out of the imprest account is made clearer at the next review of Financial Regulations.	actioned
I note £844K is due to repaid to PWLB on 31 March 2025.	Care will need to be taken to ensure that Council accounts match PWLB accounting statements at 31 March 2025 – there were issues with this in 23-24.	Actioned

Second Interim And Final Audits 24-25

Matter Arising	Recommendation	Council Response
There are a small number of debts more than 60 days old on the sundry debts ledger.	These should be pursued and a process introduced where the sales ledger is checked at least monthly, with debt follow up procedures enforced for any debts older than 30 days.	
I faced issues in verifying the pay of officers who have been with the Council for a number of years.	It is recommended that - the rates of pay of all staff who have been with the Council for more than 3 years should be checked and new contracts issued - an annual process is introduced, so that at each annual pay award, the rates of pay for each employee is verified back to contract, and a pay award letter issued, stating rate of pay, scale point and hours of work. - New contracts should be issued whenever staff change hours or a change is made to scale point (other than contractually due increments)	
Earmarked Reserves – fixed assets	I remind the Council that further work should be carried out an asset management plan, to ensure funds are in place wherever possible to fund future maintenance costs for the Council's extensive asset base. There is a risk of insufficient funding being in place for essential repairs and maintenance costs if this is not in place.	

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THE PUBLIC SECTOR DEPOSIT FUND

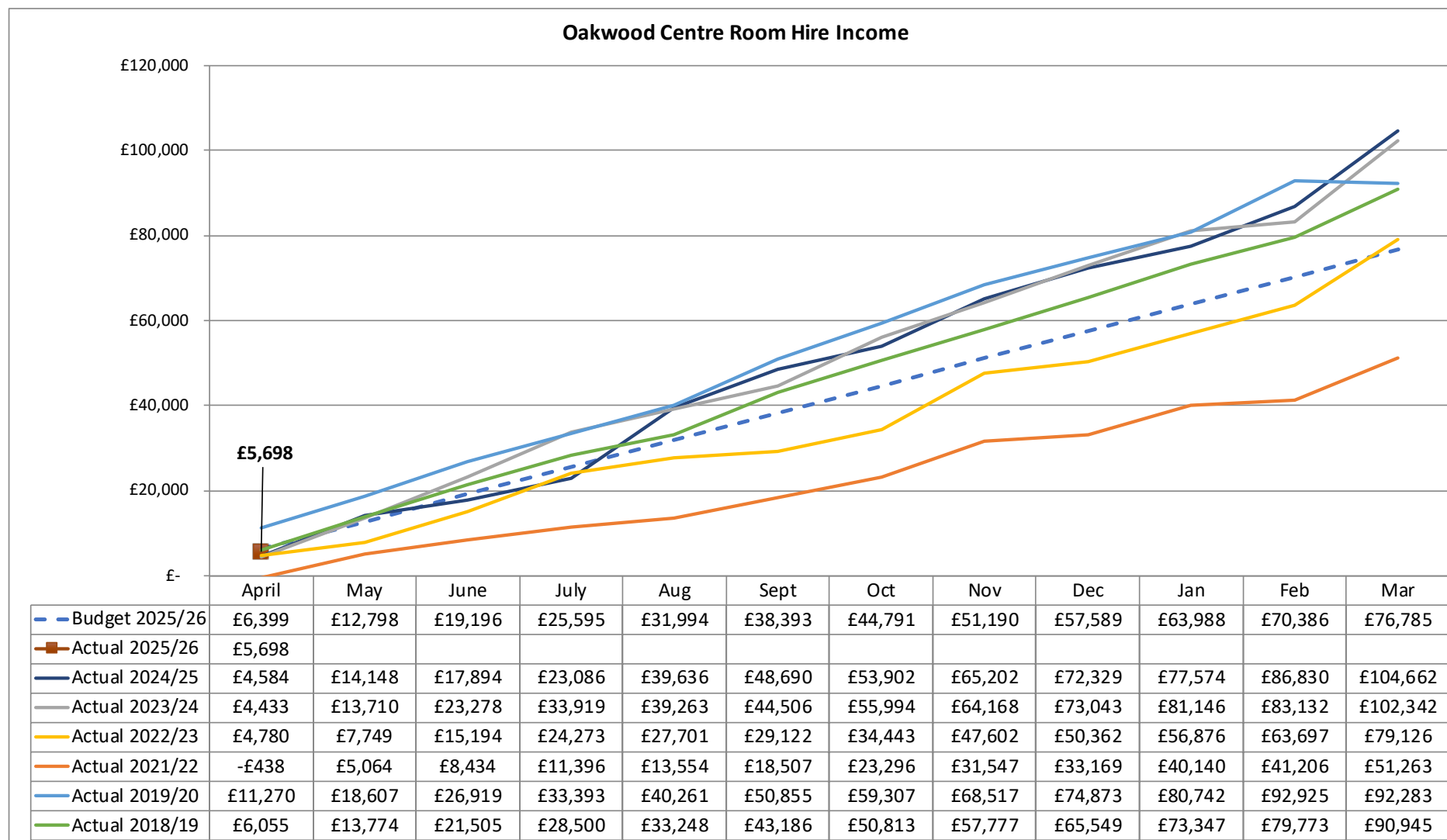
2025-2026

INTEREST CARRIED FORWARD	£389,782.84
INTEREST CURRENT YEAR	£9,141.38
TOTAL INVEST INCOME	£398,924.22 Re-invested

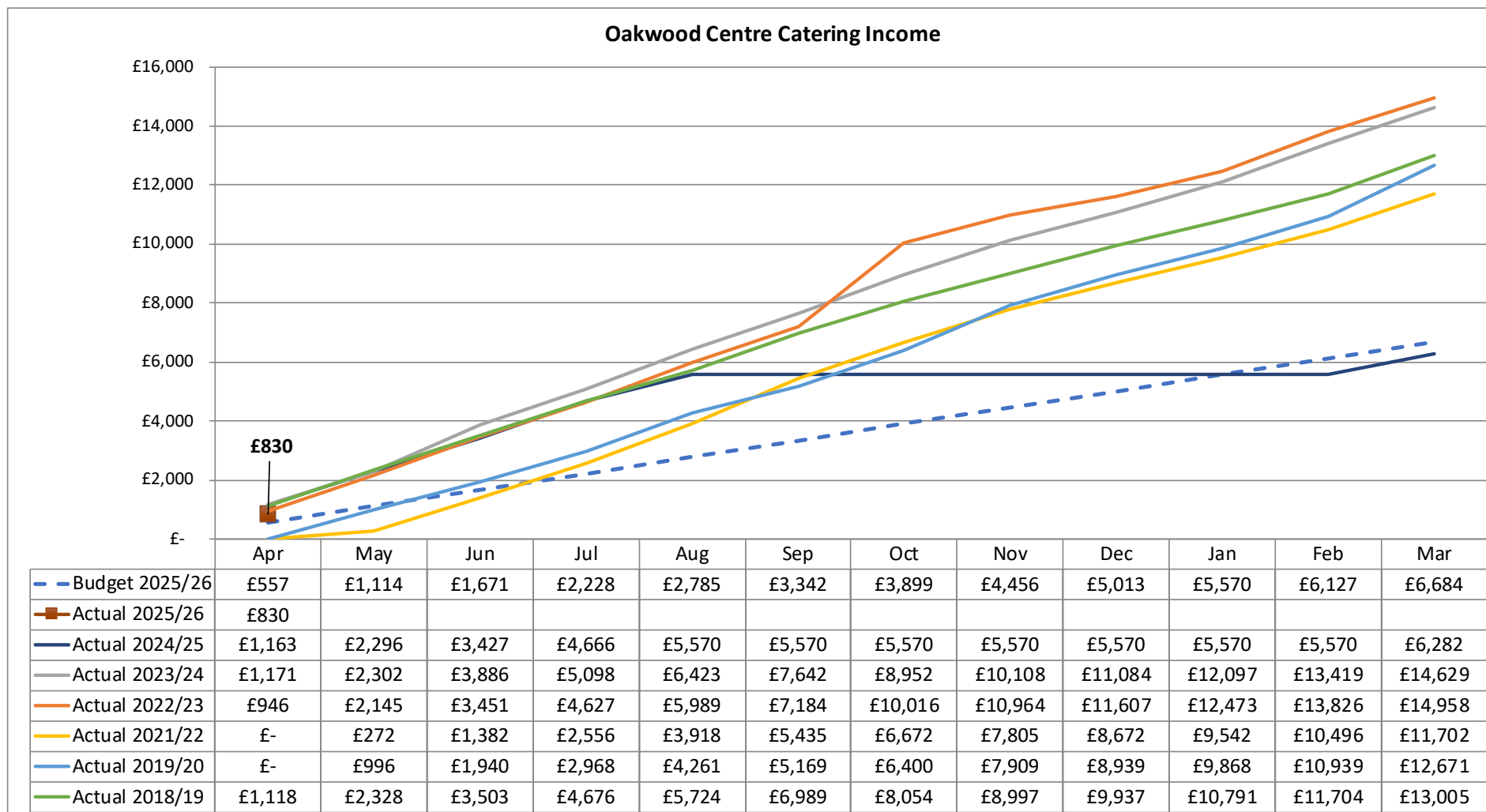
Woodley TC - PWLB	A/C 0144630002PC		CB6	1096/702
Date	A/C PS3078896	Dividend	Investment	Balance
Balanace Brought Forward				1,354,473.21
Wednesday, 30 April 2025	1 Apr to 30 Apr 25	£4,966.98		1,359,440.19
Saturday, 31 May 2025	1 May to 31 May 25			1,359,440.19
Monday, 30 June 2025	1 June to 30 June 25			1,359,440.19
Thursday, 31 July 2025	1 July to 31 July 25			1,359,440.19
Sunday, 31 August 2025	1 Aug to 31 Aug 25			1,359,440.19
Tuesday, 30 September 2025	1 Sept to 30 Sept 25			1,359,440.19
Friday, 31 October 2025	1 Oct to 31 Oct 25			1,359,440.19
Sunday, 30 November 2025	1 Nov to 30 Nov 25			1,359,440.19
Wednesday, 31 December 2025	1 Dec to 31 Dec 25			1,359,440.19
Saturday, 31 January 2026	1 Jan to 31 Jan 26			1,359,440.19
Saturday, 28 February 2026	1 Feb to 28 Feb 26			1,359,440.19
Tuesday, 31 March 2026	1 Mar to 31 Mar 26			1,359,440.19
Total		4,966.98	0.00	4,966.98
Total re-investment to date		£254,440.19		
Current holding Investment		£1,105,000.00		
Percentage increase on original investment		23.0263%		
Payment of Loan	Tuesday, 31 March 2026	1,225,000	1,225,000	

Woodley TC - INVEST	A/C 0144630001PC		CB7	1097/702
Date	A/C PS3078895	Dividend	Investment	Balance
Balanace Brought Forward				1,138,309.63
Wednesday, 30 April 2025	1 Apr to 30 Apr 25	£4,174.40		1,142,484.03
Saturday, 31 May 2025	1 May to 31 May 25			1,142,484.03
Monday, 30 June 2025	1 June to 30 June 25			1,142,484.03
Thursday, 31 July 2025	1 July to 31 July 25			1,142,484.03
Sunday, 31 August 2025	1 Aug to 31 Aug 25			1,142,484.03
Tuesday, 30 September 2025	1 Sept to 30 Sept 25			1,142,484.03
Friday, 31 October 2025	1 Oct to 31 Oct 25			1,142,484.03
Sunday, 30 November 2025	1 Nov to 30 Nov 25			1,142,484.03
Wednesday, 31 December 2025	1 Dec to 31 Dec 25			1,142,484.03
Saturday, 31 January 2026	1 Jan to 31 Jan 26			1,142,484.03
Saturday, 28 February 2026	1 Feb to 28 Feb 26			1,142,484.03
Tuesday, 31 March 2026	1 Mar to 31 Mar 26			1,142,484.03
Total		4,174.40	0.00	4,174.40
Total re-investment to date		£144,484.03		
Current holding Investment		£998,000.00		
Percentage increase on original investment		14.48%		

APPENDIX 7a



APPENDIX 7b



**Meeting of The Woodley Town Centre Partnership Management Committee
Held at the Oakwood Centre, Headley Road, Woodley, RG5 4JZ
On Wednesday 16th April 2025 at 6:15 pm.**

Present

Cllr M Holmes Chairman & WTC Rep
Cllr C Jewell WBC Representative (online)
Cllr K Baker WTC Representative
B Fennelly Town Centre Manager
Cllr M Ashwell Woodley Business, Trademark Windows
J Bowley Woodley Business, Crumbs
G Walton Woodley Business, Waitrose
Cllr B Rowland (online)
Cllr G Bello J Wright Woodley Resident
M Millard Woodley Resident
T Bowker Car Boot Supervisor
A Jutson Woodley and Earley Lions
M Risby Woodley Resident
O Fletcher TVP
PC Seymour TVP
S Botham TVP
G Davies Woodley Business Peacocks
N Allen Woodley Business, Home & Gifts

ITEM 1 – APOLOGIES

J Palterman , P Birt, I Hills Cllr K Gilder, Z Frasinski

ITEM 2 – TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 15th JANUARY 2025

The minutes were approved

ITEM 3 - MATTERS ARISING FROM THE MINUTES

There were no matters arising

ITEM 4 POLICE REPORT

Sgt Simon Botham updated the committee on the restructuring of the local police service. Although foot patrols may reduce slightly in the town centre, he assured the committee that the police presence in the Oakwood Centre would be maintained.

A number of cases of vandalism were reported to the Police but it was noted that very few incidents were reported at the time.

He also responded to concerns of ASB around the stage area, particularly at the Sunday Car Boot Fair. Police patrols will be increased to address this issue.

Concern was also expressed about a number of dangerous e bike incidents with at least one serious accident occurring, SB assured the committee that this issue was being effectively dealt with.

Ollie Fletcher updated the committee on the DISC reporting system. Although we have 40 businesses registered on the system, very few incidents are reported. OF offered to spend time re engaging local businesses in the DISC system.

BF will also be discussing DISC with shops in the town centre

ITEM 5 - WOKINGHAM BOROUGH COUNCIL OFFICER REPORT

In the absence of a WBC Officer Cllr Mark Ashwell presented the WBC update

ITEM 5 – FINANCIAL UPDATE

BF gave a summary of the financial position as of 31st March 2025. He acknowledged the generous support from both Woodley Town Council and Wokingham Borough Council. The Rotary Club of Loddon Vale, Trademark Windows, Woodley and Earley Lions, The Good Companions and House of Cards all made significant contributions during the year and BF once again thanked them for their generous support.

BF also briefed the committee on a change to the way WTC will support the TCP for 25/26. They intend to continue with their annual £15k contribution as well as paying for the Christmas Lights installation and tree. They have also generously agreed to underwrite any shortfall between income and expenditure should it occur.

ITEM 6 – TOWN CENTRE MANAGER'S REPORT

BF outlined the planned events for 25/26 beginning with the Easter Fun Day on Saturday 19th April 2025, followed by the Halloween Event on 31st October and our two key Christmas Events, the Carol Concert on 29th November and the Extravaganza on 7th December.

We are also planning to work with Woodley and Earley Lions to hold a “Woodley Beach” event in May 2026. We anticipate this being one of our key events in 26/27 and to be a major footfall driver in the town centre. Woodley Town Centre Partnership are looking forward to working with Woodley and Earley Lions over the next year to ensure this event is a major success.

We have had a few technical issues that have arisen around the CCTV installation that have caused a few delays. However, the installation is now imminent, and we hope to have the system up and running by our July meeting.

BF updated the committee on the current vacant shop's situation. Since our last meeting Timpson's have closed meaning we now have four empty units in the town centre. Disappointingly, we have not got any positive news on our three long term vacancies but we still have a vacancy rate that is around one third of the UK national average

Our summer floral display has been booked with our usual suppliers Window flowers. From June we will see our town centre once again bursting with summer colour

ITEM 7 – SATURDAY MARKET MANAGER'S REPORT

JP reported that stallholder numbers were steady up to Christmas and that after the Christmas break, were getting back to normal in the new year. We are getting plenty of enquiries from Food stalls, but most are proving to be inappropriate or are duplicating businesses already operating.

BF will be refreshing our advertising on Stallfinder with a view to increasing the range of stalls in 2025/26

MH thanked JP for all his hard work over managing the Saturday Market for us.

ITEM 10 – ANY OTHER BUSINESS

Cllr Keith Baker briefed the committee on the major investment WTC are making in the Oakwood Centre Theatre. There is potential to improve the audio and lighting facilities on the Centre Stage and the Town Centre Garden.

The TCM was asked to pursue these possibilities.

Meeting finished at 19.30

Dates of next Management Committee meeting for 2025 **at 6. 15 pm**

Wednesday 16th July 2025

Wednesday 15th October 2025

CURRENT CAPITAL PROJECTS SCHEDULE

JUN 25

PROJECT	ALLOCATION	FUNDED	STATUS	EXPECTED COMPLETION	COMMENT
Coronation Hall Kitchen	3,000	Capital Programme		COMPLETE	Awaiting Amenities Team availability
Chapel Hall Kitchen	3,000	Capital Programme		January 2025	Awaiting Amenities Team availability
Replace Notice Boards	5,600	Capital Programme		TBC	Assessing locations and unit design
Kings Orchard Garden	6,500	Capital Programme		COMPLETE	Design approved by Leisure Services Committee. Ground works commenced – tree planting and construction over Autumn/Winter
Recycling Bins – Woodford Park	8,000	Capital Programme		COMPLETE	Bins purchased and being installed on concrete bases over the winter.
3G pitch Netting & pitch improvements	4,500	Capital Programme		COMPLETE	
Replace Theatre winches	23,000	CIL		COMPLETE	Order placed – delivery 12-16 weeks – installation needs to be fitted around existing bookings, with 5 clear working days required