



Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS
Tel: 0118 978 3185 www.wokingham-tc.gov.uk
Town Clerk: K. Hughes

This Council Meeting is open to the Public and Press
Please notify the Officer or Chair if you wish to record the meeting

19th July 2023

Dear Councillor

You are hereby summoned to attend the meeting of **WOKINGHAM TOWN COUNCIL** to be held in **THE MAIN HALL, WOKINGHAM TOWN HALL**, at **7.30pm** on **Tuesday 25th July 2023** for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours sincerely

K Hughes
Town Clerk

THOUGHTS OF THE DAY

AGENDA

1 APOLOGIES FOR ABSENCE

2 MEMBERS' INTERESTS

To receive any declaration of interests from Members on the business about to be transacted.

3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC

The Chair to answer questions raised by members of the Council or public

This is an opportunity for the people of Wokingham to ask questions of, and make comments to, the Town Council. Members of the public are requested to restrict their questions and comments to three minutes. Questions which are not answered at this meeting will be answered in writing to the person asking the question. To ensure an informed response, please send you questions to the Town Clerk at least three working days prior to the meeting.

4 MINUTES OF PREVIOUS MEETINGS

a) To receive and confirm the minutes of the proceedings of the Council Meeting held on 21st and 23rd May 2023 (pages 16738 to 16754, copy attached) as a true and correct record.

5 MAYOR'S COMMUNICATIONS

a) To receive any communications or announcements from the Mayor.

- b) To receive the Mayor's list of engagements since the last Council meeting (copy attached) as a true and correct record.

6 AMENITIES COMMITTEE

- a) To receive and adopt the minutes and any recommendations of the Amenities Committee meeting held on 30th May 2023 (pages 16755 to 16757, copy attached) as a true and correct record.
- b) To receive and adopt the minutes and any recommendations of the Amenities Committee meeting held on 11th July 2023 (pages 16786 to 16788, copy attached) as a true and correct record.

7 ARTS & CULTURE COMMITTEE

- a) To receive and adopt the minutes and any recommendations of the Arts & Culture Committee meeting held on 5th June 2023 (pages 16758 to 16760, copy attached) as a true and correct record.
- b) To receive and adopt the minutes and any recommendations of the Arts & Culture Committee meeting held on 17th July 2023 (pages 16789 to 16792, copy attached) as a true and correct record.

8 PLANNING & TRANSPORTATION COMMITTEE

- a) To receive and adopt the minutes and any recommendations of the Planning & Transportation Committee meeting held on 6th June 2023 (pages 16761 to 16765, copy attached) as a true and correct record.
- b) To receive and adopt the minutes and any recommendations of the Planning & Transportation Committee meeting held on 6th July 2023 (pages 16779 to 16785, copy attached) as a true and correct record.

9 STRATEGY WORKING PARTY

To receive the notes of the Strategy Working Party meeting held on 7th June 2023 (copy attached)

10 FINANCE & PERSONNEL COMMITTEE

- a) To receive and adopt the minutes and any recommendations of the Finance & Personnel Committee meeting held on 13th June 2023 (pages 16766 to 16775, copy attached) as a true and correct record.
- b) To receive and adopt the minutes and any recommendations of the Finance & Personnel Committee meeting held on 19th July 2023 (to follow) as a true and correct record.

11 CIVIC COMMITTEE

To receive and adopt the minutes and any recommendations of the Civic Committee meeting held on 19th June 2023 (pages 16776 to 16778, copy attached) as a true and correct record.

12 EXTERNAL REPRESENTATION

To receive Councillors' reports:

- Cllr Comber – Wokingham District Scouts AGM
- Cllr K Malvern – Emmbrook Village Hall
- Cllr S Cornish – Wokingham Job Support Scheme
- Cllr A Jones – Wokingham Lions Club

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).

21st May 2023 Annual Council Meeting Mayoral Inauguration

Minutes of the proceedings of the **FIFTIETH ANNUAL MEETING** of **WOKINGHAM TOWN COUNCIL** held this day in the **MAIN HALL, TOWN HALL, WOKINGHAM**, from 12.00 noon to 12.55 pm.

PRESENT:

Chair: Cllr M Gee (Mayor)
Cllrs: B Alvi, A Betteridge, R Bishop-Firth, B Callender, R Comber, S Cornish, A Croy, P Cunningham, W Dixon, A Domingue, A Fraser, M Fumagalli, S Gurney, A Jones, T Lack, M Lucey, K Malvern, M Malvern, A Medhurst, N Nagella, H Richards, I Shepherd-Dubey and D Spencer

IN ATTENDANCE:

Katy Hughes – Town Clerk
Nikki Payler – Civic Officer
Dr Stefan Fafinski and Emily Fafinski (Deputy Lieutenant and wife)
Mr Simon Muir and Sarah-Jane Muir – (High Sheriff of Berkshire and wife)
Lucy Zeal and Chris Zeal – High Steward of Wokingham
Cllr Beth Rowland – Borough Mayor of Wokingham

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from Cllr M Fumagalli.

COMMUNICATION (Agenda Item 2)

The retiring Mayor, Councillor Maria Gee, addressed the meeting:

“Good afternoon, everyone, what a beautiful day! You know, I went to Park Yoga this morning, and there were over one hundred people in Howard Palmer Gardens. Parents were able to exercise alongside their babies in buggies, there were little ones and teenagers joining in family yoga sessions, and I’m pretty sure the oldest person attending was in their eighties. It’s a great use of our closest park for all ages and yoga in the sunshine, with the trees swaying in the breeze and the birds singing is a sublime start to the day.

Now, thinking back on my year of Mayoring. It was a year that started and ended royally: meeting the Queen (sorry, Queen, the tribute band) at the Platinum Jubilee Concert and ending this Friday meeting with 130 members of royalty at the Link/Age Concern Coronation lunch; well, I think they were all royalty as everyone was wearing a crown. In between, talking with and listening to the many wonderful people that make our town a welcoming and supportive place.

From the BSL interpreters and accessibility platform at the Concert, to excitable and excited Brownies in the Town Hall, to our first Lunar New Year celebrations in the Market Place, and the vigil for the International Day for the Elimination of Violence Against Women, it has been a year of inclusion. The Council can pride itself on living up to its principles, and this coming year we can reflect on how far we have come and what we need to do to be even more inclusive.

CHAIR’S INITIALS _____



It is important to me that the Council serves our current residents and businesses, but also secures Wokingham for future generations; I am proud to have represented a council that aims to make our facilities and events, and our parks and allotments, more sustainable. Talking of allotments, I learned from Tony (my predecessor) not to visit the allotments in my best clothes. I'm afraid I failed very early on to follow his advice about not being photographed with a glass of Prosecco in my hand. There was so much to celebrate! I did take his advice on wearing the robes as much as possible, which was good in the winter, but resulted in some serious melting in the summer.

On the vast majority of the one hundred and three engagements that I have attended, my Mayor Consort, Chris, has been there supporting me. I would like to invite Chris up here to thank him in public for dusting off his suit, learning not to hare off ahead of me (as he usually does), ignoring his beloved workshop, and coping with my erratic diary for the last year.

There were some events that I could not attend, and some where it was important that both Mayor and Deputy Mayor attend. My Deputy Mayor, Councillor Sally Gurney, served the whole of her last four-year term as Chair of the Arts and Culture Committee. Under her guidance, with the support of our brilliant officers and our event partners, the Council delivers events that make Wokingham distinctive and attract people from far and wide: The May Fayre and Winter Carnival, Party in the Park, the Children's Fun Day, and the TableTop Takeover, to name but a few. I want to thank Sally for her service to the Council and her support to me throughout the last year, and to wish her well in the coming year.

Of course, no major event is complete without our Mini Mayor. In fact, at the fireworks last November, our Mini Mayor rose to the occasion to be our town's representative because neither Sally nor I could attend. Jayden has been the Town Council's Mini Mayor since the beginning of the current school year, and he joins me in retiring today. I did wonder if he was going to make it after he enthusiastically took up boxing at the May Fayre, but I am delighted he is still here in one piece. I know he has had a great time. He is a credit to his family, friends, and school. I have a gift for him today and would invite him to come up to receive it.

Throughout the year I have been honoured to spread the word about my Mayor's Charity, Kaleidoscopic. I am very grateful to those individuals and organisations who have supported the charity this last year. For those who do not know, Kaleidoscopic UK was founded in 2019 to support people subject to domestic abuse. It has now expanded to deliver education to children. The *Educate to Eradicate* programme, which the money raised throughout the year will fund, focuses on the prevention of abuse by educating children and those that support them, as well as providing recovery and support for children. I am pleased to announce that a total of £6,439.58 has been raised, and I would like to call Vickie and Nicole up to receive the rather large (physically and monetarily) cheque!

Katy Hughes, our new town clerk keeps me up to date and has made a fantastic start to her role. In addition to Katy's guidance, Chris and I have had Nikki Payler to call on whenever we did anything as Mayor and Mayor Consort. Nikki is our Civic Officer who puts on events like this one today and the Remembrance Day Parade. She is immensely kind - to everyone - not just me. I cannot begin to say how much Nikki has done for Chris and me over the year. I am sure she is sighing

CHAIR'S INITIALS _____



a breath of relief that she does not now have to put up with my 'jokes' about selling the family silver. I would like to thank Nikki from the bottom of my heart for her support.

The Council is supported by our Honoraries, many of whom you can see here today, dressed up in their finest. Thank you for making Wokingham and its traditions so distinctive. One aspect of our distinctiveness is our Mace, which you can see here, and our Mace Bearer, David Dunham. He is gutted not to be here today, I know. David is the Mayor's Attendant and accompanied me to protect the chains. I hope he would jump in to protect me too, although he likes to keep me on my toes about that. One thing the new Mayor needs to know is that it always takes twice as long to walk somewhere in Town because David knows absolutely everyone! Thank you so much, David, I hope you are watching from home, and make sure you check your inbox where a surprise awaits.

I want finish up now. Welcome our new councillors today, you are going to have a ball, I have. I also want to thank those who started with me four years ago, it's been great working with you all. Sadly, one of the councillors who started with us four years ago, James Box, suddenly and unexpectedly passed away in 2020. It was a pleasure to serve with James on this council. If I might quote Andy Croy, "James was loved and respected. Caring, principled, full of energy and with a zest for life that lifted those around him."

I don't know if you are aware, but James' wife, Lynne Bellchamber, is an extremely talented fine artist. Part of her work takes, as her subjects, buildings around our town: St Pauls Church, the Queens Head, and the building in which we now sit. I am delighted to gift to the Council Lynne's painting of the building at the heart of Wokingham, our Town Hall. I hope, between enjoying the canapes, you can take time to admire it. I am assured it will be displayed in a prominent place for the enjoyment of visitors to our historic building.

Thank you."

Cllr I Shepherd-Dubey gave a short speech of thanks for the outgoing Mayor:

"Becoming the Mayor of Wokingham is indeed a great privilege and our town's most honourable position. It is a non-political role, and it does not matter what colour your rosette is on election day. I hope that if any of you get the opportunity to be mayor, you will do it with the same enthusiasm and good grace that Mayor Maria Gee has done.

Maria served two years as our Deputy Mayor before finally becoming our Mayor, last May. In her year as mayor, she and her husband Chris have made almost 100 visits using this position. Largely, to care homes, allotments, charity events and many more things that are too numerous to mention here.

In our emergence from the effects of Covid, she also saw us through the last of our 4-year strategy of inclusivity and sustainability and was key in the recruitment and introduction of our new town clerk.

CHAIR'S INITIALS _____



Our Platinum Jubilee event, last year, was very successful and included support for sign language and wheelchair users along with wide range of food and music representing the diversity of the commonwealth.

She was there for our proclamation, after the death of the queen. Quite a formal and traditional event, but extremely well attended.

And we were all surprised at the popularity of our Lunar New year event earlier this year, which was almost too well attended.

Either way I am proud of the work we have done to celebrate our town - and Maria has been a great Mayor that has served us all. I wish her and Chris well, for the future."

ELECTION OF TOWN MAYOR (Agenda Item 3)

The retiring Town Mayor invited nominations for the office of Town Mayor for the ensuing year.

Cllr K Malvern gave a short speech in support of his nomination for Cllr Sally Gurney:

"Thank you retiring Town Mayor.

I will be short. Last year, I seconded Sally Gurney as Deputy Mayor.

Everything since then has convinced me that Sally is the right choice for the post of Mayor, and I therefore propose her for Mayor for the ensuing year."

Cllr R Bishop-Firth offered her support of her nomination for Cllr Sally Gurney:

"I'm delighted to be able to second Cllr Sally Gurney as Wokingham's Town Mayor. Sally has been a Councillor serving Wokingham for quite a few years now and a Deputy Mayor for the last year.

She always thinks about what is best for residents and will be a great and very modern Mayor of Wokingham. Sally, I hope that you enjoy your year as Mayor.

It was proposed by Cllr K Malvern and the nomination was seconded by Cllr R Bishop-Firth and it was

**RESOLVED
30616**

that Cllr Sally Gurney be elected as the Town Mayor for the ensuing year.

The guests were then entertained by The Redlands Quartet.

Declaration of the Result of Election

The Town Clerk declared Cllr S Gurney duly elected to the Office of Town Mayor for the ensuing year.

CHAIR'S INITIALS _____



DECLARATION OF ACCEPTANCE OF OFFICE (Agenda Item 4)

The Town Mayor duly made her Declaration of Acceptance of Office, which was witnessed by Cllr K Malvern and Cllr R Bishop-Firth.

ADDRESS BY TOWN MAYOR (Agenda Item 5)

The new Town Mayor then gave her introductory speech.

"Distinguished guests, ladies and gentlemen, friends, family, and fellow residents, welcome.

Today, I stand before you with immense gratitude and a deep sense of responsibility as I accept the honour of serving as the Mayor of our wonderful community. I am humbled by the trust you have placed in me, and I assure you that I am committed to working to uphold the values and aspirations of our town.

I particularly want to extend my thanks to our outgoing Mayor, Maria Gee, for her dedicated service and for the positive impact she has made on our community. It was a pleasure to serve as her Deputy, and her advice along the way has been very welcome.

I would also like to express my gratitude to my consort, Chris, for his company throughout this journey. His support and encouragement will be invaluable as we work together to serve our town.

And lastly, I want to welcome all our new Councillors. You're all passionate about the well-being of your town, you got off your soapboxes, and you stepped up. Your residents chose you to represent their interests, and your journeys are just beginning. As town councillors, we are all unpaid volunteers, and that can sometimes be forgotten. On behalf of myself and the town, thank you.

I've just come home from my company's annual marketing summit where a recurring theme prevailed: interdependence. "I serve us, so we can serve others." This mindset of respect and collaboration is precisely what I aim to cultivate within this council. I want each one of us to feel encouraged to express our unique perspectives, knowing that our words will be acknowledged and carefully considered. By approaching every discussion with open minds, we ensure that the decisions we reach reflect the wisdom gleaned from the diverse representation across our council. Together, we will make informed choices that benefit our whole community.

Service to our community lies at the heart of this council's endeavours. From Bloom and our allotments, playparks and beautiful natural green spaces to our many civic and cultural events, our community hall and this beautiful building, installation of public art, support for our many fantastic local charities through grants, and our less glamorous but just as important activities – reviewing planning matters in our town and ensuring fiscal responsibility of our council. All of these are for the ultimate benefit of our residents.

CHAIR'S INITIALS _____



Our commitment to supporting local charities will remain unwavering. I am proud to announce that the mayor's charity for this term will be Berkshire Search and Rescue Dogs. They are a fully qualified Lowland Rescue team of two-and four-footed volunteers on call 24 hours a day, 365 days a year. They support the police in searching for, locating and reuniting high risk vulnerable missing people with their loved ones, in Wokingham, and in the wider Berkshire area. They are self-funded and have to find £10,000 a year to operate which covers things like insurance, radios and other equipment. They even pay for their own fuel when driving around. Our support will make a significant impact to the vital work of these dedicated volunteers.

But I cannot achieve these goals alone. It is the collective effort of our entire community that will lead us to success. I call upon each and every one of you to actively participate in shaping our town's future. Share your ideas, engage in open dialogue, and let us work together to find innovative solutions to the challenges we face. Your input is invaluable, and together, we will build a stronger, more resilient community.

In closing, let me once again express my profound gratitude for the honour of serving as your mayor. I am eager to embark on this journey with you, to lead by example, and to build bridges that will connect us all. Together, we will create a town that future generations will be proud to call home, a town that celebrates the arts, supports our local charities, and fosters a strong sense of community.

Thank you and let us move forward together on this exciting new chapter in our town's history."

MAYOR'S CONSORT (Agenda Item 6)

The Town Mayor announced the appointment of her Consort Chris Cooke.

MAYOR'S CELEBRANT (Agenda Item 7)

The Town Mayor announced the appointment of her Celebrant Helen Jefferies.

NOMINATIONS FOR THE OFFICE OF DEPUTY MAYOR (Agenda Item 8)

The Town Mayor stated that it was usual for the incoming Mayor to indicate their wishes for Deputy Mayor and her nominee was Cllr Robert Comber.

It was proposed by Cllr H Richards and seconded by Cllr A Betteridge and it was

**RESOLVED
30617**

that Cllr R Comber be duly elected as the Deputy Mayor for the ensuing year.

The Redlands Quartet offered further musical accompaniment.

Declaration of the Result of Election for Deputy Mayor

The Town Mayor declared Cllr R Comber be duly elected to the Office of Deputy Town Mayor for the ensuing year.

CHAIR'S INITIALS _____



HONORARY APPOINTMENTS (Agenda Item 9)

The Town Mayor asked that it should be noted again for record purposes, that Lucy Zeal was granted life tenure of the Office of High Steward of Wokingham at the Council meeting held on 13th May 2018.

The Town Mayor asked for it to be recorded in the minutes that thanks be given to Lucy Zeal for her continued support to the Town Council.

The Mayor asked for nominations for the offices of the following:

- Town Crier
- Honorary Constables
- Honorary Meteorologist
- Honorary Bugler
- Honorary Parade Marshal

It was proposed by Cllr T Lack and seconded by Cllr D Spencer and it was

that the following continue in their appointments:

**RESOLVED
30618**

- Mr Nigel Hopkins as Town Crier
- Mr David Ashley-Down as Honorary Constable
- Mr Martin Bishop as Honorary Constable
- Mr Neil Hodgson as Honorary Constable
- Mr Bernard Burton as Honorary Meteorologist
- Mr Damon Emes as Honorary Bugler
- Captain James Chappell as Honorary Parade Marshal

ADJOURNMENT (Agenda Item 10)

It was proposed by the Mayor, Cllr S Gurney, and seconded by the Deputy Mayor, Cllr R Comber, and it was

that the meeting be adjourned until Tuesday 23rd May, 7.30pm in the evening.

**RESOLVED
30619**

The Town Mayor then declared the meeting adjourned and those present stood and sang the first verse of the National Anthem.

The Town Mayor then invited those present to join her for light refreshments.

The Town Crier requested that guests remain standing whilst the Mayoral party retired to the Council Chamber.

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____



23rd May 2023

Minutes of the proceedings of the adjourned **FIFTIETH ANNUAL MEETING** of **WOKINGHAM TOWN COUNCIL** held this day in the **MAIN HALL, TOWN HALL, WOKINGHAM**, from 7.30pm to 8.28pm.

PRESENT:

Chairman: Cllr S Gurney (Mayor)
Cllrs: B Alvi, A Betteridge, R Bishop-Firth, B Callender, R Comber, S Cornish, P Cunnington, W Dixon, A Domingue, A Fraser, M Fumagalli, M Gee, A Jones, T Lack, M Lucey, K Malvern, M Malvern, A Medhurst, N Nagella, H Richards, I Shepherd-Dubey and D Spencer

IN ATTENDANCE:

Katy Hughes – Town Clerk
Nicky Harmsworth – Responsible Finance Officer (RFO)
Mr Chris Cooke – Mayor's Consort

APOLOGIES FOR ABSENCE (Agenda Item 12)

Apologies for absence were received and accepted from Cllr A Croy.

MEMBERS' INTERESTS (Agenda Item 13)

There were no declarations of interest.

MINUTES OF PREVIOUS MEETINGS (Agenda Item 14)

It was proposed by Cllr S Gurney and seconded by Cllr K Malvern and the following was

**RESOLVED
30620**

that the Minutes of the proceedings of the Council Meeting held on 4th April 2023 (pages 16721 to 16725) be accepted as a true and correct record and that they be signed by the Chair.

A vote was taken and 9 Cllrs were in favour and 3 Cllrs abstained

It was proposed by Cllr S Gurney and seconded by Cllr M Gee and the following was

**RESOLVED
30621**

that the Minutes of the proceedings of the Mayoral Selection Meeting held on 11th May 2023 (page 16737) be accepted as a true and correct record and that they be signed by the Chair.

A vote was taken and this was unanimous

MINUTES OF COMMITTEE MEETINGS (Agenda Item 15)

- (a) Cllr I Shepherd Dubey advised that
 - Final four Secure Bicycle Storage had been installed at Carnival Hub – Cllr Betteridge asked where feedback could be given on the lockers themselves and the SpokeSafe App – the Mayor advised the P&T Committee should be point of contact.

CHAIR INITIALS _____



- Planning application 230881 – 19/21 Market Place was discussed and Cllr Gee noted that an amendment had now been made to this application with a new consultation end date and requested this be brought back to the next P&T meeting for further discussion.
- Request for the name of Paul Gallagher to be put forward as a proposed road name in the Emmbrook Area of Wokingham
- Cllr K Malvern asked if any update on Local Cycling and Walking Infrastructure Plan (LCWIP) as he had attended a meeting the previous evening. The Town Clerk advised there had today been a press release from Wokingham Borough Council to note they had been awarded £606,215 from the Department for Transport's Active Travel Fund, which will pay for initial design work on the scheme along the A329 Reading Road.

It was proposed by Cllr I Shepherd Dubey and seconded by Cllr K Malvern and the following was

**RESOLVED
30622**

that the Minutes of the proceedings of the Planning & Transportation Committee held on 18th April 2023 (pages 16726 to 16730) be received.

A vote was taken and 9 Cllrs voted in favour – the newly elected Cllrs abstained.

(b) Cllr M Gee highlighted that

- The Audit report and Annual Return were shown as a separate agenda item later in the meeting

It was proposed by Cllr M Gee and seconded by Cllr T Lack and the following was

**RESOLVED
30623**

that the Minutes of the proceedings of the Finance & Personnel Committee Meeting held on 25th April 2023 (pages 16731- 16735) be received.

A vote was taken and 9 Cllrs voted in favour – the newly elected Cllrs abstained.

(c) Cllr Lack gave the background into why an Extraordinary Amenities Committee meeting was held.

It was proposed by Cllr T Lack and seconded by Cllr M Malvern and the following was

**RESOLVED
30624**

that the Minutes of the proceedings of the Extraordinary Amenities Committee Meeting held on 3rd May 2023 (page 16736) be received.

A vote was taken and 9 Cllrs voted in favour – the newly elected Cllrs abstained.

**MAYOR'S COMMUNICATIONS
(Agenda Item 16)**

The Mayor welcomed everyone back to the adjourned 50th meeting and wanted to thank everyone for attending Sunday's meeting and supporting her appointment as Mayor and she felt truly honored.

CHAIR INITIALS _____



The Mayor advised that whilst the Town Council might not do the heavy lifting of WBC such as welfare, schools, roads and waste she felt WTC was very important as we really do serve the residents and make lives better. The past month's events that Cllr Gee, as the previous Mayor had attended, showed the breadth of the Community served and she was pleased to attend some of them too as Deputy Mayor. Mayor Gurney then gave thanks again to Cllr Gee and her husband Chris for the previous year and hoped that she could live up to work they had achieved and was very much looking forward to what this year will bring. In her term of Office, she wants to foster a sense of belonging and community, there were lots of new faces and was keen to get to know each other and become one Council.

The Mayor reminded Cllrs that it was the Fun Day this weekend and thanked those that had already volunteered but advised more were always welcome and that it was a great way to meet Residents and collect feedback. The Party in the Park is the following Saturday and whilst volunteers not needed again it would be great for Councillors to attend especially A&C Committee members to understand about the events.

The Mayor then requested those that had not completed their Pecuniary Interests to do so as soon as possible and pass information to the Town Clerk. For those Cllrs who were continuing in post could they advise the Town Clerk that their interests were still current.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 17)

No questions had been received.

ATTENDANCE REGISTER (Agenda Item 18)

The Attendance Chart extracted from the Attendance Register of Members at Council and Committee meetings for the past year was received.

LEADER OF THE COUNCIL (Agenda Item 19)

It was proposed by Cllr Fumagalli and seconded by Cllr Domingue and it was

**RESOLVED
30625**

that Cllr M Gee be appointed leader of the Council for the Municipal Year 2023-24.

A vote was taken and this was unanimous.

STANDING COMMITTEES – MEMBERSHIP (Agenda Item 20)

The Mayor advised that the Standing Committees be elected for the ensuing year subject to Local Government Act 1972, Section 101 (1)(a) and

- (i) In accordance with Standing Order No 19b - if other Members wish to stand, then no Member shall serve on more than two Standing Committees.
- (ii) Relevant Standing Orders 18 and 19.

(a) AMENITIES COMMITTEE

CHAIR INITIALS _____



MEMBERSHIP

The Town Clerk announced the following Councillors nominated for Membership of the Amenities Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3a and shall consist of no more than nine members;

Cllr Lack, Cllr M Malvern, Cllr Fraser, Cllr Cornish, Cllr Bishop-Firth, Cllr Richards, Cllr Fumagalli, Cllr Nagella and Cllr Medhurst

It was proposed by Cllr T Lack and seconded by Cllr M Malvern and it was

**RESOLVED
30626**

that Cllrs Lack, Cllr M Malvern, Cllr Fraser, Cllr Cornish, Cllr Bishop-Firth, Cllr Richards, Cllr Fumagalli, Cllr Nagella and Cllr Medhurst be appointed to the Amenities Committee.

A vote was taken and this was unanimous.

CHAIR/VICE-CHAIR

Cllr Bishop-Firth nominated Cllr Lack as Chair of the Amenities Committee. Cllr Richards nominated Cllr M Malvern as Vice Chair of the Amenities Committee

It was proposed by Cllr Bishop Firth and seconded by Cllr Fraser and it was

**RESOLVED
30627**

that Cllr Lack be elected as Chair of the Amenities Committee for the ensuing year.

The Town Clerk asked for a vote to be taken which was unanimous.

It was proposed by Cllr Richards and seconded by Cllr Fumagalli and it was

**RESOLVED
30628**

that Cllr M Malvern be elected as Vice Chair of the Amenities Committee for the ensuing year.

The Town Clerk asked for a vote to be taken which was unanimous.

ANNOUNCEMENT

Mayor Gurney duly announced that the Chair and Vice-Chair of the Amenities Committee for the ensuing year would be Cllrs T Lack and M Malvern respectively, and that members would be Cllr Fraser, Cllr Cornish, Cllr Bishop-Firth, Cllr Richards, Cllr Fumagalli, Cllr Nagella and Cllr Medhurst.

(b) PLANNING & TRANSPORTATION COMMITTEE

The Town Clerk announced the following Councillors nominated for Membership of the Planning & Transportation Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3b and shall consist of no more than nine members;

Cllr Shepherd-Dubey, Cllr Nagella, Cllr Betteridge, Cllr K Malvern, Cllr Dixon Cllr Alvi, Cllr Spencer, Cllr Croy, one vacancy had not been filled and Cllr Lack offered to occupy this seat.

CHAIR INITIALS _____



**RESOLVED
30629**

It was proposed by Cllr Shepherd-Dubey and seconded by Cllr Nagella and it was

that Cllr Shepherd-Dubey, Cllr Nagella, Cllr Betteridge, Cllr K Malvern, Cllr Dixon, Cllr Alvi, Cllr Spencer, Cllr Croy and Cllr Lack be appointed to the Committee.

The Mayor asked for a vote to be taken on Committee Membership, all Cllrs were in favour.

CHAIR/VICE-CHAIR

Cllr Betteridge nominated Cllr Shepherd-Dubey as Chair of the Planning and Transportation Committee, Cllr K Malvern nominated Cllr Nagella as Vice Chair of the Planning and Transportation Committee.

It was proposed by Cllr Betteridge and seconded by Cllr Dixon and it was

**RESOLVED
30630**

that Cllr Shepherd-Dubey be elected as Chair of the Planning and Transportation Committee for the ensuing year.

The Town Clerk asked for a vote to be taken which was unanimous.

It was proposed by Cllr K Malvern and seconded by Cllr Gee and it was

**RESOLVED
30631**

that Cllr Nagella be elected as Vice Chair of the Planning and Transportation Committee for the ensuing year.

ANNOUNCEMENT

Mayor Gurney duly announced that the Chair and Vice-Chair of the Planning and Transportation Committee for the ensuing year would be Cllrs Shepherd-Dubey and Nagella respectively, and that members would be Cllr Betteridge, Cllr K Malvern, Cllr Dixon, Cllr Alvi, Cllr Spencer, Cllr Croy and Cllr Lack.

(c) FINANCE & PERSONNEL COMMITTEE

The Town Clerk announced the following Councillors nominated for Membership of the Finance & Personnel Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3c and shall consist of no more than nine members;

Cllr Gee, Cllr Alvi, Cllr Lack, Cllr Comber, Cllr Richards, Cllr Mather, Cllr Shepherd-Dubey, Cllr Callender and Cllr Lucey.

It was proposed by Cllr Gee and seconded by Cllr Alvi and it was

**RESOLVED
30632**

that Cllr Gee, Cllr Alvi, Cllr Lack, Cllr Comber, Cllr Richards, Cllr Mather, Cllr Shepherd-Dubey, Cllr Callender and Cllr Lucey be appointed to the Committee.

The Mayor asked for a vote to be taken on Committee Membership, all Cllrs were in favour.

CHAIR INITIALS _____



CHAIR/VICE-CHAIR

Cllr Comber nominated Cllr Gee as Chair of the Finance & Personnel Committee, and Cllr Dixon nominated Cllr Alvi as Vice Chair of the Finance & Personnel Committee.

It was proposed by Cllr Comber and seconded by Cllr Dixon and it was

**RESOLVED
30633**

that Cllr Gee be elected as Chair of the Finance & Personnel Committee for the ensuing year.

The Town Clerk asked for a vote to be taken which was unanimous.

It was proposed by Cllr Comber and seconded by Cllr I Shepherd-Dubey and it was

**RESOLVED
30634**

that Cllr Alvi be elected as Vice Chair of the Finance & Personnel Committee for the ensuing year.

The Town Clerk asked for a vote to be taken which was unanimous.

ANNOUNCEMENT

Mayor Gurney duly announced that the Chair and Vice-Chair of the Finance & Personnel Committee for the ensuing year would be Cllr Gee and Cllr Alvi respectively, and that members would be Cllr Lack, Cllr Comber, Cllr Richards, Cllr Mather, Cllr Shepherd-Dubey, Cllr Callender and Cllr Lucey.

(d) CIVIC COMMITTEE

The Town Clerk announced the following Councillors nominated for Membership of the Civic Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3d and shall consist of no more than nine members;

Cllr Mather, Cllr Jones, Cllr Bishop-Firth, Cllr Gee, Cllr K Malvern, Cllr Dixon, Cllr Betteridge, Cllr Cunningham and Cllr Lucey.

It was proposed by Cllr Gee and seconded by Cllr Jones and it was

**RESOLVED
30635**

that Cllr Mather, Cllr Jones, Cllr Bishop-Firth, Cllr Gee, Cllr K Malvern, Cllr Dixon, Cllr Betteridge, Cllr Cunningham and Cllr Lucey be appointed to the Committee.

The Mayor asked for a vote to be taken on Committee Membership, all Cllrs were in favour.

CHAIR/VICE-CHAIR

Cllr Gee nominated Cllr Mather as Chair of the Civic Committee and Cllr Jones as Vice Chair of the Civic Committee.

It was proposed by Cllr Gee and seconded by Cllr Betteridge and it was

**RESOLVED
30636**

that Cllr Mather be elected as Chair of the Civic Committee for the ensuing year.

CHAIR INITIALS _____



The Town Clerk asked for a vote to be taken which was unanimous.

It was proposed by Cllr Gee and seconded by Cllr Bishop-Firth and it was

**RESOLVED
30637**

that Cllr Jones be elected as Vice Chair of the Civic Committee for the ensuing year.

The Town Clerk asked for a vote to be taken which was unanimous.

ANNOUNCEMENT

Mayor Gurney duly announced that the Chair and Vice-Chair of the Civic Committee for the ensuing year would be Cllr Mather and Cllr Jones, and that member would be Cllrs Bishop-Firth, Cllr Gee, Cllr K Malvern, Cllr Dixon Cllr Betteridge, Cllr Cunningham and Cllr Lucey.

(e) ARTS & CULTURE COMMITTEE

The Town Clerk announced the following Councillors nominated for Membership of the Arts & Culture Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 18.3e and shall consist of no more than nine members;

Cllr Callender, Cllr Domingue, Cllr Fumagalli, Cllr Fraser, Cllr M Malvern, Cllr Gurney, Cllr Cornish, Cllr Cunningham and Cllr Medhurst.

It was proposed by Cllr Callender and seconded by Cllr Domingue and it was

**RESOLVED
30638**

that Cllr Callender, Cllr Domingue, Cllr Fumagalli, Cllr Fraser, Cllr M Malvern, Cllr Gurney, Cllr Cornish, Cllr Cunningham and Cllr Medhurst be appointed to the Committee.

The Mayor asked for a vote to be taken on Committee Membership, all Cllrs were in favour.

CHAIR/VICE-CHAIR

Cllr Cornish nominated Cllr Callender as Chair of the Arts & Culture Committee. Cllr Fraser nominated Cllr Domingue as Vice Chair of the Committee.

It was proposed by Cllr Cornish and seconded by Cllr Medhurst and it was

**RESOLVED
30639**

that Cllr Callender be elected as Chair of the Arts & Culture Committee for the ensuing year.

The Town Clerk asked for a vote to be taken which was unanimous.

It was proposed by Cllr Fraser and seconded by Cllr Cornish and it was

that Cllr Domingue be elected as Vice Chair of the Arts & Culture Committee for the ensuing year.

The Town Clerk asked for a vote to be taken which was unanimous

CHAIR INITIALS _____



ANNOUNCEMENT

Mayor Gurney duly announced that the Chair and Vice-Chair of the Arts & Culture Committee for the ensuing year would be Cllr Callender and Domingue respectively, and that members would be Cllr Fumagalli, Cllr Fraser, Cllr M Malvern, Cllr Gurney, Cllr Cornish, Cllr Cunningham and Cllr Medhurst.

EMERGENCY COMMITTEE (Agenda item 21)

The Town Clerk announced the following Councillors nominated for Membership of the Emergency Committee for the ensuing year. This committee has delegated authority in accordance with Standing Order 24;

Cllr Comber, Cllr Lack, Cllr Shepherd-Dubey, Cllr Callender, Cllr Gee, Cllr Mather Cllr Croy, Cllr Betteridge and Cllr Richards

It was proposed by Cllr Gee and seconded by Cllr Shepherd- Dubey and it was

**RESOLVED
30640**

that Cllr Comber, Cllr Lack, Cllr Shepherd-Dubey, Cllr Callender, Cllr Gee, Cllr Mather, Cllr Croy, Cllr Betteridge and Cllr Richards be appointed to the Committee.

The Mayor asked for a vote to be taken on Committee Membership, all Cllrs were in favour.

MAYORAL SELECTION COMMITTEE (Agenda Item 22)

It was confirmed that the Mayoral Selection Committee for 2024/25 will be in accordance with Standing Order 23.

STRATEGY WORKING PARTY (Agenda Item 23)

The Town Clerk announced the following Councillors nominated for Membership of the Strategy Working Party for the ensuing year;

Cllr Gurney, Cllr Gee, Cllr Shepherd-Dubey, Cllr Domingue, Cllr Croy, Cllr Jones and Cllr Spencer

It was proposed by Cllr Domingue and seconded by Cllr Jones and it was

**RESOLVED
30641**

that the following Councillors constitute the Strategy Working Party for the ensuing year.

Cllr Gurney, Cllr Gee, Cllr Shepherd-Dubey, Cllr Domingue, Cllr Croy, Cllr Jones and Cllr Spencer

Mayor Gurney asked for a vote to be taken on Committee Membership, this was unanimous.

CHAIR INITIALS _____



COUNCIL REPRESENTATION ON OUTSIDE BODIES (Agenda Item 24)

The following representation on outside bodies was confirmed:

Emmbrook Village Hall Management Committee (2)	Cllr K Malvern, Cllr Alvi
Evendons and Town NAG -	Cllr Gurney, Cllr Dixon
Norreys and Wescott NAG	Cllr Nagella
Wokingham Borough/Parish Liaison Forum	Cllr Domingue
Wokingham & Borough Sports Council	Cllr Nagella
Armed Forces Champion	Cllr Jones
Berkshire Association of Local Councils (BALC)	Cllr Gee, Cllr Gurney
White Ribbon Campaign	Cllr Fumagalli, Cllr Gee, Cllr Jones
Wokingham Citizens Advice	Cllr Comber
Wokingham Lions (May Fayre & Winter Carnival)	Cllr Jones, Cllr Nagella
Wokingham Job Support	Cllr Cornish
Morearts	Cllr Medhurst
Wokingham In Need	Cllr Richards

GENERAL POWER OF COMPETENCE (Agenda Item 25)

The Town Clerk's report 10/2023 dated 9th May 2023 was received.

It was proposed by Cllr Lack and seconded by Cllr Nagella and the following was

**RESOLVED
30642**

that Wokingham Town Council continues to maintain itself as a council with the General Power of Competence until May 2027.

CIVILITY AND RESPECT PLEDGE (Agenda item 26)

It was proposed by Cllr Richards and seconded by Cllr Callender and the following was

**RESOLVED
30643**

that Wokingham Town Council members agree to abide by the spirit of the Civility and Respect pledge.

It was proposed by Cllr Bishop Firth and seconded by Cllr Medhurst and the following was

**RESOLVED
30644**

that the Town Clerk be authorised to sign up to the pledge on behalf of Wokingham Town Council.

AUDIT FOR THE YEAR ENDED 31ST MARCH 2022/2023 (Agenda Item 27)

The Mayor gave a little background into the Audit regime and thanked the RFO for her work during the year.

CHAIR INITIALS _____



**RESOLVED
30645**

It was proposed by Cllr Lack and seconded by Cllr Domingue and the following was

- (a) that the Internal Auditor's reports dated 6th February 2023 and 17th April 2023 respectively, for the Accounts for the year ending 31st March 2023 be received,
- (b) that the review of the effectiveness of internal audit performed by this Council for the year end March 2023 be received and
- (c) that Claire Connell be confirmed as the Internal Auditor for this council for the financial year 2023/2024.

ANNUAL RETURN 2022/2023 (Agenda Item 28)

**RESOLVED
30646**

It was proposed by Cllr M Gee and seconded by Cllr Shepherd-Dubey and the following was

- (a) that the Financial Statements for the year ending 31st March 2023 to include the charity statements for King George V and Leslie Sears playing fields be received and approved.
- (b) that the annual return variance review which accompanies the annual return to the Audit Commission be approved.
- (c) that the Local Councils Annual Return for the year ending 31st March 2023 be approved.

SEALING OF THE LEASE FOR PICCOLO ARCO (Agenda Item 29)

**RESOLVED
30647**

It was proposed by Cllr Cunningham and seconded by Cllr Spencer and it was

that in accordance with Standing Order 22, the lease document for the renewal of the Piccolo Arco lease on terms approved by the Finance and Personnel Committee (resolutions: 30597 and 30612) be sealed.

DATA PROTECTION OFFICER (Agenda Item 23)

It was noted that the Data Protection Officer will remain the same for the municipal year 2023-24, being the Wokingham Borough Monitoring Officer.

The Mayor thanked everyone and closed the meeting.

CHAIR

CHAIR INITIALS _____



**Engagements since Last Council Meeting
22 May 2023 to 16 July 2023)**

Date	Time	Engagement	Who attended
Sat 27 May	11.00am	Wokingham Town Council Invited to open Fun Day	Mayor, Consort Mayor's Attendant
Sat 17 June	3.00pm	Wokingham Horticultural Association Invited to attend Summer Show and present prizes	Mayor, Consort
	7.30pm	Wokingham Choral Society Invited to attend Concert	Mayor, Consort
Mon 19 June	7.30pm	All Saints Church Invited to attend celebration ceremony of All Saints Church	Mayor, Consort
Sat 24 June	11am	Armed Forces Day Invited to welcome and support Saint Sebastian Wokingham Band in Peach Place	Mayor, Consort
Tues 27 June	5.30pm	Guide Group Invited to welcome guides to the Town Hall	Mayor Mayor's Attendant
Thurs 29 June	6.00pm	Dingley's Promise Invited to attend 40th anniversary event	Mayor, Consort
	7.30pm	Wokingham District Scouts Invited to attend AGM	Deputy Mayor Mayor's Attendant
Fri 30 June	6.30pm	Wokingham Lions Club Invited to attend Club dinner and to become Honorary member	Mayor, Consort
Saturday 1 July	11.00am	WADE Invited to attend and open the Summer Fair	Mayor, Consort
	12.30pm	Wokingham Town Council Invited to attend E-bike event	Mayor, Consort
Saturday 8 July	11.30am	Wokingham Pride Invited to attend event	Deputy Mayor

Tuesday 11 July	12.15pm	Wokingham in Bloom Invited to join judges for lunch at the Regional Bloom judging day	Mayor
	4.00pm	Wokingham Town Council Invited to host afternoon tea for Mini-Mayor candidates	Mayor Mayor's Attendant

Total of Engagements in 2023/2024 from 22 May 2023 to end of Mayoral year

Attended by the Mayor =	12
Attended by the Deputy Mayor =	2
Attended by both the Mayor and Deputy Mayor =	0
Attended by a Past Mayor =	0
Attended by Other =	

30th May 2023

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:36 pm to 8:34 pm.

Prior to the meeting Councillors received a 30-minute tour, from Elms Field (EF) to Howard Palmer Gardens (HPG). Councillors were given an overview of these areas; this included: some of the difficulties of managing the spaces, especially shared space at EF; and maintenance work being undertaken during this financial year.

PRESENT

Cllrs: R Bishop-Firth, S Cornish, M Fumagalli, T Lack (Chairman), M Malvern (Vice Chair), N Nagella and H Richards

IN ATTENDANCE

Amenities Officer (AO) – Fiona Sleaford
Grounds and Bloom Officer (GBO) – Marianna Pentek

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllrs A Fraser and A Medhurst

MEMBERS' INTERESTS (Agenda Item 2)

None

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

None

AMENITIES COMMITTEE OVERVIEW (Agenda Item 4)

Cllrs received the Amenities Officer's report 01/2023-24, dated 22nd May 2023.

- The AO explained that Cllrs would be informed of any significant issues with assets, however, lots of the work is transactional.
 - The Chairman reminded that Cllrs could add issues to the monitoring report.
- Cllrs thanked the AO for the useful introduction and information.

MINUTES OF PREVIOUS MEETINGS (Agenda Item 5)

It was proposed by Cllr Lack and seconded by Cllr Malvern, and it was

**RESOLVED
30648**

that the minutes of the Amenities Committee meeting held on:

- a) 23rd February 2023 (pages 16695 to 16698)
- b) 03rd May 2023 (page 16736)

be received as a true and correct record and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

COMMITTEE BUDGET (Agenda Item 6)

Cllrs received the Committee's budget, as of 30th April 2023.

- The AO confirmed that the budget is brought to committee no more than twice a year.

ACTION: AMENITIES OFFICER

CHAIRMAN'S INITIALS _____

Amenities Committee 30th May 2023

16755



GRAFFITI UPDATE (Agenda Item 7)

Cllrs:

- a) Received an update from Cllr Lack regarding graffiti removal.
- b) Noted that commercial graffiti removal was completed on 27th April 2023.
- Cllr Lack explained that:
 - A record of removal work is brought to each meeting.
 - The committee, and so the council, has taken the stance to remove graffiti in the first instance, considering any potential consequences afterwards.

ALLOTMENTS (Agenda item 8)

Cllrs received:

- a) The Allotment Officer's Briefing Notes May 2023 dated 12th May.
- b) The Town Clerk's letter dated 23rd March 2023, regarding the Tan House Lane rail bridge replacement.
- For Cllrs new to the committee, the AO gave a short verbal overview.

MONITORING REPORT (Agenda Item 9)

Councillors received and discussed the report dated 23rd May 2023:

Item 151: HPG garden of reflection: This is no longer an active project.

Item to be removed.

ACTION: AMENITIES OFFICER

Item 159: Defibrillator for Elms Field, FY 2021-2022: The defibrillator and cabinet were installed 21st March 2023. Item to be removed.

ACTION: AMENITIES OFFICER

Item 169: Hanging baskets and planters, FY2023-2024: Budget uplift, five-year contract with existing supplier, Windowflowers, agreed January 2023. Item to be removed.

ACTION: AMENITIES OFFICER

Item 170: Wokingham in Bloom, FY2023-2024: Budget uplift allocated. Item to be removed.

ACTION: AMENITIES OFFICER

Item 171: Christmas Lights, FY2023-2024: Budget uplift, four-year contract with existing supplier, LITE, agreed February 2023. Item to be removed.

ACTION: AMENITIES OFFICER

Item 172: E-bike event, FY2023-2024: Establishing budget for an annual event, on-going planning with WBC's My Journey team, for event on 1st July 2023.

ACTION: AMENITIES OFFICER

Item 173: Phase 2 footpath at KGV, FY2023-2024: Extending main footpath off Goodchild Road to Seaford Road, due to be completed 02nd June 2023. Item to be removed.

ACTION: AMENITIES OFFICER

Item 174: Defibrillator for Woosehill Community Hall, FY2023-2024: Equipment has been purchased, date of full installation to be confirmed.

ACTION: AMENITIES OFFICER

CHAIRMAN'S INITIALS _____

Amenities Committee 30th May 2023

16756



The relocation of the EF trampoline to be added to the monitoring report.

ACTION: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 10)

Cllrs noted the following:

- a) WTC's contribution to the "Big Tidy Up", community litter pick event, was successfully held on Sunday 26th March. Thank you to Cllr Bishop-Firth.
- b) The lighting on the western side of Market Place was repaired by SSE on 15th April 2023. Subsequent remedial works were undertaken by Volker Highways. This had been an issue since September.
- c) A public engagement was held at Viking Field on 20th May 2023, regarding Wokingham in Bloom creating an orchard on site.
 - The GBO confirmed that:
 - Responses were largely positive.
 - Two objections related to potential noise, and loss of view
 - Approximately 20 volunteers have signed up to the project
 - This is a planned four-year project, using one-acre of land
- d) World Refill Day will be held on Friday 16th June 2023.
- e) Investigations into potential uses for Langborough Recreation Ground (LRG) changing rooms are continuing. There has been a basic asbestos survey (no asbestos at this level), and the five-yearly fixed wiring inspection (building considered "unsatisfactory"). Minimal electrical works have taken place.
 - Allowing for the safe use of the "ladies" toilets
- f) The new trampoline for Elms Field is expected to be installed, in its relocated position, before the school summer holidays. The existing trampoline to be removed and site made good. Dates TBC.
 - This item will be added to the monitoring report.
- g) The 2023 E-bike event will be held on Saturday 1st July, in WBC's Shute End car park, Cllr support on the day would be welcomed, 10 am – 2pm.
- h) That spending priorities, for financial year 2024-2025, need to be brought forward for consideration at the July meeting, and resolved at the September meeting.

ACTION: AMENITIES OFFICER

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 11)

- World Refill Day, 16th June 2023.
- Once completed, the new footpath at King George V playing field.
- E-bike event.

ACTION: AMENITIES OFFICER / MARKETING OFFICER

Meeting closed at 8:34 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____

Amenities Committee 30th May 2023

16757



DRAFT

11th July 2023

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:28 pm to 9:04 pm.

Prior to the meeting Councillors received a 30-minute tour around the Town Hall and its curtilage. Councillors were given an overview of these areas; this included: some of the difficulties managing a Grade II* listed building, managing the shared space on Market Place; and ongoing maintenance issues.

PRESENT

Cllrs: R Bishop-Firth, S Cornish, A Fraser, M Fumagalli, T Lack (Chairman), M Malvern (Vice Chair), A Medhurst, N Nagella and H Richards

IN ATTENDANCE

Amenities Officer (AO) – Fiona Sleaford
Grounds and Bloom Officer (GBO) – Marianna Pentek

APOLOGIES FOR ABSENCE (Agenda Item 1)

None

MEMBERS' INTERESTS (Agenda Item 2)

None

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

None

MINUTES OF PREVIOUS MEETING (Agenda Item 4)

It was proposed by Cllr Richards and seconded by Cllr Malvern, and it was

**RESOLVED
30664**

that the minutes of the Amenities Committee meeting held on 30th May 2023 (pages 16755 to 16757) be received as a true and correct record and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

AMENITIES SERVICE AREA - WOKINGHAM IN BLOOM (Agenda Item 5)

Cllrs received the Wokingham in Bloom Portfolio 2013-2023, from the Grounds and Bloom Officer.

The GBO gave a verbal summary of information, including:

- Today was the regional judging day for Wokingham in Bloom.
- In 2022 Bloom won Gold, having received Silver Gilt in previous years.
- Bloom has 140-172 volunteers, including 10 project leaders.
- National judging will be held on 25 July 2023.
- The significant impact of Wokingham Borough Council removing support.

E-BIKE EVENT (Agenda Item 6)

Cllrs received the Amenities Officer's Briefing Notes - July 2023, dated 04th July.

- The AO confirmed there is an established budget for this event.
- Cllrs reacted positively and are happy to continue with the e-bike event in 2024.

ACTION: AMENITIES OFFICER

CHAIRMAN'S INITIALS _____

Amenities Committee 11th July 2023 16786



DRAFT

GRAFFITI UPDATE (Agenda Item 7)

Cllrs:

- a) Received an update from Cllr Lack regarding graffiti removal.
- a) Noted that commercial graffiti removal was completed on 10th July 2023, and that a further visit by contractors is scheduled for 13th July.

SPENDING PRIORITIES 2024-2025 (Agenda item 8)

- b) Cllrs noted that spending priorities for 2024-2025 need to be brought forward for consideration, prioritised and resolved upon at the September meeting.
- c) Cllrs received a list of Officer suggested projects, discussed, and focused the list for further investigation by the AO, for September's meeting.

Cllrs suggested additional new projects, and the AO requested specific details, for costing purposes, to be received by the end of July 2023.

Cllrs discussed, and focused the list for further investigation by the AO, for September's meeting, on the following areas:

- 1) Uplift for existing budgets, to maintain current provision:
 - a) New grounds maintenance contract
 - b) Graffiti removal budget
- 2) Parks:
 - a) Park Yoga
 - b) Utility vehicle for staff
 - c) Second footpath in Leslie Sears
 - d) Resurfacing Howard Palmer Gardens for DDA* compliance
- 3) Buildings:
 - a) Town Hall:
 - Capital expenditure, including:
 - Lift major survey and full refurbishment
 - Window replacement, continuation of works
 - Roof repairs
 - Defibrillator within the town hall
 - b) Woollahill:
 - Capital expenditure, including:
 - Fire doors replacement for compliance
 - Kitchen roller shutter
 - Access control required for DDA* compliance
 - Roof repair
 - Fire alarm upgrade
- 4) Allotments:
 - a) Waterless toilet cleaning
- 5) Market:
 - a) Market parking permits

* = Disability Discrimination Act

ACTION: AMENITIES OFFICER / CLLR NAGELLA / CLLR FUMAGALLI

MONITORING REPORT (Agenda Item 9)

Councillors received and discussed the report dated 04th July 2023:

Item 172: E-bike event, FY2023-2024: Discussed under agenda item 6.

CHAIRMAN'S INITIALS _____

Amenities Committee 11th July 2023 16787



DRAFT

A successful event was held on Saturday 01st July 2023.

Item to be removed from the monitoring report.

ACTION: AMENITIES OFFICER

Item 174: Defibrillator for Woosehill Community Hall, FY2023-2024: Installation is expected on 25th July 2023.

ACTION: AMENITIES OFFICER

Item 175: EF trampoline relocation and reinstatement: Installation was completed on 7th July 2023, and opened to the public on Monday 10th July 2023.

Item to be removed from the monitoring report.

ACTION: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 10)

Cllrs noted the following:

- a) WBC budgets, for graffiti clearing from WBC's building work's hoarding has been cut, and so there is reduced help available to keep their sites free of graffiti.
- b) The new (second phase) footpath and King George V playing field opened 05th June 2023, and we have received positive feedback.
- c) World Refill Day was held on Friday 16th June 2023.
- d) The September Amenities Committee meeting will be held at Woosehill, with arrival at 7pm, to allow for a tour around the building before the meeting begins.

ACTION: AMENITIES OFFICER

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 11)

- Wokingham in Bloom, including topics such as:
 - Regional judging
 - National judging, on Tuesday 25th July 2023.

ACTION: AMENITIES OFFICER / GROUNDS & BLOOM OFFICER

Meeting closed at 9:04 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____

Amenities Committee 11th July 2023

16788



5th June 2023

Minutes of the proceedings of the **Arts and Culture Committee** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19.34 to 21:45

PRESENT

Chair: Cllr B Callender

Councillors: S Cornish, A Domingue, A Fraser, M Fumagalli, S Gurney, M Malvern and A Medhurst.

IN ATTENDANCE

Arts and Culture Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

There were apologies for absence from Cllr P Cunningham.

MEMBERS' INTERESTS (Agenda Item 2)

There were no declarations of interest.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

There were no questions from members of the council or public.

ARTS & CULTURE COMMITTEE MINUTES (Agenda Item 4)

It was proposed by Cllr S Gurney and seconded by Cllr M Malvern and it was

**RESOLVED
30649**

that the Minutes of Arts and Culture Committee meeting held on 13th March 2023 (pages 16699 to 16702), copy attached, be received as a true and correct record.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 30th May was received and considered.

Science with Schools

To be considered under Agenda Item: 8

Future Lunar New Years

To be considered under Agenda Item 10.

It was noted that the current principles of the Council and the Arts and Culture Committee were included with the monitoring report for information. New Councillors were given an overview of them by a longstanding member of this Committee. It was noted that the Strategy Working Party would be looking at the principles of the Council and that these may change to reflect the aspirations of the new Council. Once this was completed, work would then begin for all Committees to formulate how the principles would shape their work.

COMMITTEE BUDGET (Agenda Item 6)

The Arts and Culture Committee's budget dated to 30th April 2023 was received and noted.

CHAIR'S INITIALS _____



The Arts and Culture Officer gave a quick run-down of the budget but noted that queries about structure and presentation may be best directed to the Responsible Finance Officer

Cllr Fraser joined the meeting.

UPDATE ON ARTS AND CULTURE EVENTS (Agenda Item 7)

The Arts and Culture Officer was thanked for the comprehensive document on the Committee's projects and events. The Arts and Culture Officer welcomed feedback on the document and how it could best serve this Committee.

It was noted that the principles of Service and Distinctiveness don't appear within each individual event. Inclusivity and Sustainability are not consistent and sometimes cover what we are already doing well, or where we could improve. It was noted that post event reports are created that provide more detail on each event, but that work here could be done to refine this document. Its primary role is as an overview of the Committee's events, particularly useful when considering new events.

Some of the events, with particular reference to inclusivity, were discussed.

It was noted that the Decorated Cabinets were not on the document. The Arts and Culture Officer will add it.

ACTION: ARTS AND CULTURE OFFICER

It was asked about the status of the Town Hall Tabletop Takeover and when the deferred decision from the past Committee about doing to event twice in a year may appear for the current Committee. It was noted this would fall alongside the decision on future events later in the year.

ACTION: ARTS AND CULTURE OFFICER

SCIENCE WITH SCHOOLS (Agenda Item 8)

The Arts and Culture Officer gave an overview of the project and its history. It was noted that the schools already involved had offered suggestions and that a focus on Food Security and how it connects to the curriculum would be a possible topic. The Arts and Culture Officer would be working with the schools on a date, noting that it can be a challenge to find a date that both schools can agree on due to timetabling differences.

Encouraging other schools to be a part of the project is always a consideration however this is done best if there is a direct contact with the right teacher. The Committee were asked if they had any relevant contacts, either with local schools (Wokingham Town Catchment) or potential speakers, to get in touch with the Arts and Culture Officer.

ACTION: ARTS AND CULTURE OFFICER

PARTY IN PARK (Agenda Item 9)

The Arts and Culture Officer updated the Committee on the request from a local business to augment the Party in the Park by using the infrastructure to host a large-scale paint along. The Committee were asked to consider the concept, in

CHAIR'S INITIALS _____



particular for next Committee meeting when the report on the Party in the Park will be available. It was noted that we were currently requesting the business to look into further detail with regards to the concept, and come back with fixed costs and a more detailed proposal. Initial thoughts were that the idea was interesting but there was concern that it could muddy or over complicate our flagship event. However further discussion was warranted.

LUNAR NEW YEAR (Agenda Item 10)

The report was received and considered. The Committee were very excited about this event and keen for it to continue.

RESOLVED 30650

It was proposed by Cllr S Gurney and seconded by Cllr M Malvern and it was

to request from F&P an in-year increase to the International Day/ Lunar New Year budget of £6,800. Bringing the total budget to £9,800 for the event in February 2024.

The vote was unanimously in favour.

This budget included provision for a road closure, a slightly higher stage, security and first aid support, more entertainment, and a budget to support children's activities. The accessible viewing platform was discussed. As the plan included provision for the lion to dance twice and to mingle in the crowd it was requested to explore a floor level disabled viewing area including a request for the lion to visit it as part of the performance.

COMMITTEE INFORMATION (Agenda Item 11)

- a) It was requested to discuss with the Town Clerk if a representative with the local Public Art group would be warranted. Previously a Councillor from this Committee had informally been part of this.
- b) It was suggested that if and when practical, to let the residents know that we will be doing Lunar New Year again.

CHAIR

CHAIR'S INITIALS _____



17th July 2023 - DRAFT

Minutes of the proceedings of the **Arts and Culture Committee** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19.32 to 21:36

PRESENT

Vice Chair: Cllr A Domingue

Councillors: S Cornish, A Fraser, M Fumagalli, S Gurney, M Malvern and A Medhurst.

IN ATTENDANCE

Arts and Culture Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

There were apologies for absence from Cllrs B Callender and P Cunningham.

MEMBERS' INTERESTS (Agenda Item 2)

There were no declarations of interest.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

There were no questions from members of the council or public.

ARTS & CULTURE COMMITTEE MINUTES (Agenda Item 4)

It was proposed by Cllr M Malvern and seconded by Cllr S Cornish and it was

**RESOLVED
30665**

that the Minutes of Arts and Culture Committee meeting held on 5th June 2023 (pages 16758 to 16760), copy attached, be received as a true and correct record.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 11th July was received and considered.

Amendments to Committee Projects and Events document

Subsequent to the previous meeting the Arts and Culture Officer has added in Decorated Cabinets to this document. Work continues to amend this document during the year, particularly in response to any strategic changes from Council.

Future Lunar New Years

F&P have agreed the requested funds for this event. Work will begin on the 2024 event asap. The event funding will need to be picked up in November's meeting to confirm with F&P if A&C wish for it to be a recurring event.

Appointment to Arts4Wokingham

The Town Clerk has spoken to Arts4Wokingham to understand the scope of this commitment. She has ensured that there remains a good line of communication into the Officers from the organisation, but at this time doesn't feel an official rep is needed. As new members settle into their roles, and should the Committee feel they would like a closer contact, this could be reassessed.

CHAIR'S INITIALS _____



COMMITTEE BUDGET (Agenda Item 6)

The Arts and Culture Committee's budget dated to 30th June 2023 was received.

FUN DAY (Agenda Item 7)

The Arts and Culture Officer was thanked for the comprehensive report on this event. The event was discussed at length, noting how much the public value it, as well as how well attended it is.

There was hesitancy to reduce provision but acknowledgment that it could not infinitely grow. Generally the Committee were looking at low cost expansion coming from attending providers or charity groups. An example being enabling the birds of prey to fly in a display area, that might be also used for other demonstrations, like dog agility. The exception was the bungee trampolines which were a very popular attraction. It was discussed to potentially add an extra set but not reduce flexibility for the Officer to be able to chose suitable rides. It was also requested to have some water on hand for the providers, in particular the volunteer and charity providers.

SEN provision was also high on the Committee's wish list. Already noted as things to explore were a quiet half hour for SEN attendees at the beginning of the event and a private space for SEN individuals to recalibrate or manage needs. Support from knowledgeable organisations was highlighted as a next step.

ACTION: ARTS AND CULTURE OFFICER

There was a recognition that the event attracts attendees from outside the Town and the larger it gets the more support it needs. There was a hesitancy to reduce the opening hours of the event, but rather increase support. The Committee requested that they be called upon more to assist at this event, not just during public hours, but during the set up and takedown. It was discussed about options to support to the Arts and Culture Officer including; temporary staff (Summer intern with an interest in event management) and, engaging with the Voluntary Sector like Wokingham Volunteer Centre for more informal support. The Arts and Culture Officer will discuss further with the Town Clerk.

ACTION: TOWN CLERK

The recommendations were considered and the following six resolutions made. It was proposed by Cllr S Gurney and seconded by Cllr S Cornish and it was

**RESOLVED
30666**

to extend the contracts of the contracted providers, with the A&C Officer negotiating the fine detail in changes of provision and cost of each aspect.

**RESOLVED
30667**

It was proposed by Cllr A Fraser and seconded by Cllr M Fumagalli and it was

to request from F&P a 15% increase to the overall Fun Day budget to manage expected cost increases for the 2024 event.

**RESOLVED
30668**

It was proposed by Cllr S Gurney and seconded by Cllr A Medhurst and it was

to additionally request from F&P, as a lower priority, £1400 for an alternative or expansion to an existing ride to facilitate additional capacity.

CHAIR'S INITIALS _____

Arts and Culture Committee 17th July 2023

16790



**RESOLVED
30669**

It was proposed by Cllr S Gurney and seconded by Cllr M Malvern and it was to not reduce the timing of the event in 2024 but instead look for additional staffing resource (paid or volunteer) to assist during busy periods.

**RESOLVED
30670**

It was proposed by Cllr S Cornish and seconded by Cllr A Fraser and it was to request that the Arts & Culture Officer explore working with local SEN related organisations to improve the Fun Day with regards to neurodiverse children.

**RESOLVED
30671**

It was proposed by Cllr M Malvern and seconded by Cllr S Cornish and it was to no longer offer windmills and to look for more sustainable stickers.

ACTION: ARTS AND CULTURE OFFICER

FUTURE EVENTS (Agenda Item 8)

The Vice Chair gave an overview of the process for looking at future projects and highlighted a number of things for the Committee to think about when considering possible future projects. Namely; limited resources, both financially and staff time, and a new Council starting a new term with a strategy to review.

It was suggested that the councillors may wish to meet in an informal brainstorming session over the summer to consider ideas for the meeting in September. This was agreed and the Vice Chair would arrange a date and time suitable for most. Ideas are also welcome to be shared over email.

ACTION: VICE CHAIR

The Arts & Culture Officer noted they would welcome concepts shared before September, time allowing, for a quick feasibility analysis.

One potential idea was shared for a 'Human Library'. There were also high level concepts noted that came out of the Mini Mayor project which will be shared with the Officer further.

ACTION: ARTS AND CULTURE OFFICER

COMMITTEE INFORMATION (Agenda Item 9)

- a) Cllr Fumagalli updated the Committee on the progress for Science with Schools. We have one speaker around food security but would need another. If any Councillors have any possible contacts for speakers please get in touch asap. Cllr Gurney indicated that she may be able to help.
- b) There were no specific items from the meeting to share. However it was noted that the Committee would value an Agenda Item at a future meeting to discuss Marketing with the Marketing and Comms Coordinator. Particularly with ways to market upcoming events at current events and SEO improvement of the website. It was requested to send through ideas and comments to the Arts and Culture Officer who can discuss with the Town Clerk and ensure they go to the relevant Officer for response.

ACTION: ARTS AND CULTURE OFFICER AND COMMITTEE

CHAIR'S INITIALS _____



EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 10)

**RESOLVED
30672**

It was proposed by Cllr S Gurney and seconded by Cllr M Malvern and it was that in view of the confidential nature of the business about to be transacted i.e. commercial and financial it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

PART II

PARTY IN THE PARK (Agenda Item 11)

The report was received and considered. There was significant discussion around the current financial climate and broad agreement with the principle of getting this booked in early if possible. The Committee were appreciative of the details supplied and reasoning from Yes Events on the cost increase, and the compromises able to be made. The recommendations were discussed with the following resolutions made

**RESOLVED
30673**

It was proposed by Cllr S Gurney and seconded by Cllr M Malvern and it was to extend Yes Events contract and request from F&P an increase to the Concert budget of £7245. Putting it at £66,902.

**RESOLVED
30674**

It was proposed by Cllr M Malvern and seconded by Cllr A Fraser and it was to maintain the Party in the Park as a free event, on Elms Field. That finishes approx. 9pm with four acts.

**RESOLVED
30675**

It was proposed by Cllr S Cornish and seconded by Cllr M Malvern and it was to nominate Cllrs A Fraser and S Gurney to assist the Arts and Culture Officer and Town Clerk with choosing the final act line up from Yes Events suggestions.

**RESOLVED
30676**

It was proposed by Cllr S Gurney and seconded by Cllr A Medhurst and it was to continue to ensure there is cultural, race and gender diversity within the act choices.

**RESOLVED
30677**

It was proposed by Cllr A Medhurst and seconded by Cllr M Malvern and it was to keep the disabled provision already in place for this event.

ACTION: ARTS AND CULTURE OFFICER

The Committee also wished to engage with WBC and Census data to take a proactive approach to anticipating or identifying demographics who were not but could be better accommodated at this event. The Vice Chair indicated she had a contact to assist with this. It was also requested that consideration be made to advertising accommodations more widely, especially with any supporting organisations/charities.

CHAIR

CHAIR'S INITIALS _____



CHAIR'S INITIALS _____

Arts and Culture Committee 17th July 2023

16793



6th June 2023

Minutes of the proceedings of the PLANNING & TRANSPORTATION COMMITTEE meeting held on this day in the Council Chamber, Town Hall, Wokingham from 19:30 to 21:30

PRESENT

Cllr I Shepherd-Dubey (Chair)
Councillors: Cllr T Lack, Cllr K Malvern, Cllr A Croy, Cllr W Dixon, Cllr B Alvi, Cllr A Betteridge, Cllr N Nagella, & Cllr D Spencer

IN ATTENDANCE

PT Officer.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr D Spencer

MEMBERS' INTERESTS (Agenda Item 2)

Cllr Betteridge declared that he is a member of the Active Travel group and whether he needed to declare this. The Chair agreed that this needed to be shared but would not impact Cllr Betteridge making any comments.

QUESTIONS FROM THE COUNCIL OR MEMBERS OF THE PUBLIC (Agenda Item 3)

None

ACTION: PT OFFICER

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)

**RESOLVED
30651**

It was proposed by The Chair and seconded by Cllr Malvern, and it was that the minutes of the Planning & Transportation Committee meeting held on 18th April 2023 (pages 16726 to 16730) be received as a true and correct record and that they be confirmed and signed by the Chair.

ACTION: PT OFFICER

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 26th May 2023 was received and considered.

SECURE BICYCLE STORAGE IN WOKINGHAM TOWN

The Planning officer updated the Committee on the progress of the project since the last P&T meeting.

As this is a new Committee the PT Officer gave some background on the project to the Committee.

CHAIRMANS INITIALS _____



Signage updated on both sets of Lockers.

The end of July is the proposed date to add sedum roofs to the Secure Locker roofs.

Promotional leaflets created and will be distributed at WTC events and to local businesses.

Cllr Betteridge asked if there would be any promotional handouts he could have for a Cycling event at Cantley Park this weekend. The PT Officer will arrange the leaflets for Cllr Betteridge.

The PT Officer will continue with the marketing of the lockers to local businesses and follow up with adding information on them to MyJourney and Carnival Hub for their newsletters.

The PT officer will follow up on reports for the usage and income of the Cycle Lockers and when payments will be taken for maintenance by SpokeSafe (supplier).

BUS SHELTERS

The Planning officer updated the Committee on Bus Shelters since the last P&T meeting. Following Cllr Malvern's request the PT has liaised with a colleague and they have designed a small sign to be applied to each shelter. This will be done by maintenance staff hopefully within the next two weeks.

The PT Officer gave a brief background on the 15 Bus Shelters that the Town Council are responsible for. This includes cleaning and maintenance.

The Committee would like clarification on whether all 15 shelters are still on active bus routes. The PT Officer believes that they are but will investigate and audit alongside Cllr Malvern to get the latest information.

The Committee discussed possible uses of the bus shelters and wondered if the advertising on them would be possible. Cllr Croy believes that Early Town Council have done this. The PT Officer will follow this up.

Introduction to Planning (Agenda Item 6)

The P&T Officer gave an overview presentation on the Town Council's role in planning and the key documents that they will need to refer to when formulating their comments on planning applications.

The PT officer confirmed that Planning Training will be provided for the Committee members by WBC Planning on 4th July. This will be valuable in seeing the planning process as a whole.

CHAIRMANS INITIALS _____



The PT Officer suggested that it would be useful to see whether WBC Planning would be able to explain how they use our comments and their reasonings on their decisions. The PT Officer will contact WBC Planning prior to the training to ask if this can be included.

ACTION: P&T OFFICER

COMMITTEE'S BUDGET (Agenda Item 7)

A report on the Committee's budget as of 30th April 2023 was received and noted.

There was an issue with the report that the PT Officer noticed before the meeting and so the Report was not correctly formatted. The Committee agreed that the the report would be re submitted on the next Agenda for comment.

The PT officer will seek clarification with Finance Officer regarding the report content since the Secure Lockers have been added to the budget.

PLANNING APPLICATIONS (Agenda Item 8)

**RESOLVED
30652**

The following applications were received and considered, and it was that the Committee would make comment as shown.

230948 5a Market Place Wokingham RG40 1AL

Listed Building Consent for the proposed change of use of the Grade II listed building at 5a Market Place from office (B1a/E) to residential (C3) in the form of 2 no. proposed flats. All changes are temporary and are not fixed to the building itself to retain the character of the building and not inflict any adverse damage. The Committee support this application and welcome new local job opportunities.

The Committee discussed and support the application as it brings residents to the Town.

There was a query regarding the bike storage shown at rear of building in one of the planning diagrams. Could it please be clarified whether this bike storage is for the residents of the flats?

231234 32-33 Market Place Wokingham RG40 1AP

Advertisement application for the proposed 1No Fascia sign, 1No projection sign and 1No vinyl print (NON ILLUMINATED).

The Committee are pleased to see that the building will be in use.

There are no problems with the signage except for the wall signage panel. It is not in keeping with a conservation area

CHAIRMANS INITIALS _____



Would it possible to have the size of this reduced to it is not down to the floor level. Could it be more like a window on top of a low wall to fit in better to existing area.

The committee recommend that the conservation officer reviews this application.

231308 Molly Millars Lane Wokingham RG41 2RU

Prior approval submission for a proposed 5G telecoms installation consisting of a H3G 15m street pole and additional equipment cabinets.

The Committee object to this as the installation is on a pavement that will impact pedestrians and cyclists on a shared path.

Could a solution be that it is moved behind the hedge and pavement at the same location?

230992 Luckley House School Luckley Road Wokingham RG40 3EU

Full application for the proposed erection of a temporary classroom for a period of three years plus installation of associated air conditioning units.

No objections but have concern over the potential noise from the air conditioning units.

ACTION: P&T OFFICER

INFORMATION ITEMS (AGENDA ITEM 9)

Cllr Mather updated the committee on his attendance at the Active Travel Group's initial meeting.

Wokingham Borough council has been awarded £606,000 from the Department for Transport's Active Travel Fund for initial design work on the scheme along the A329 Reading Road. for a new active and sustainable travel link between Wokingham Town Centre and neighbourhoods to the west

Cllr Betteridge is on the Active Travel Committee and gave some insights to the Committee on the project.

Cllr Croy asked if initial investigations into the following, for potential projects could be made;

- Road signs for 'welcome to Wokingham Town' at entrance points to the Town.
- Speedwatch signs at entrance points to the Town.
- A streetlight on the footpath at Kennedy Place.

The PT officer will investigate.

CHAIRMANS INITIALS _____



CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____



6th July 2023

Minutes of the proceedings of the PLANNING & TRANSPORTATION COMMITTEE meeting held on this day in the Main Hall, Town Hall, Wokingham from 19:30 to 21:30

PRESENT

Cllr I Shepherd-Dubey (Chair)

Councillors: Cllr T Lack, Cllr K Malvern, Cllr A Croy, Cllr W Dixon, Cllr B Alvi, Cllr A Betteridge, Cllr N Nagella, & Cllr D Spencer

IN ATTENDANCE

PT Officer.

Members of the public.

Developer representative for Planning Application 232351.

APOLOGIES FOR ABSENCE (Agenda Item 1)

None

MEMBERS' INTERESTS (Agenda Item 2)

None

QUESTIONS FROM THE COUNCIL OR MEMBERS OF THE PUBLIC (Agenda Item 3)

None

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)

**RESOLVED
30662**

It was proposed by The Chair and seconded by Cllr Malvern, and it was that the minutes of the Planning & Transportation Committee meeting held on 6th June 2023 (pages 16761 to 16766) be received as a true and correct record and that they be confirmed and signed by the Chair.

ACTION: PT OFFICER

ACTION: PT OFFICER

As there were members of the public who had interests in **Planning Applications 231331 & 231351** it was agreed that these be brought forward.

PLANNING APPLICATIONS (Agenda Item 8)

231331 40 Eastheath Avenue Wokingham RG41 2PJ

Full application for the proposed erection of 2no. dwellings with associated

CHAIRMANS INITIALS _____

Planning & Transportation Committee 06/07/2023

16779



access and curtilage, following demolition of existing garden outbuildings, plus demolition of bay window to ground floor side of existing dwelling.

There were twenty plus members of the public who were at the meeting to hear the Committee discuss this application. Two members gave a presentation on their objections to the application.

The summary of their objections.

- A tandem form of backland development in conflict with Core Strategy Policies CP1 and CP3
- Gross overdevelopment of the site throughout, with poor spatial separation, undersized plots and lack of opportunities for soft planting

CHAIRMANS INITIALS _____



throughout, loss of green infrastructure.

- Loss of amenity to existing residents and a poor-quality living environment for future occupiers.
- The proposal completely out of character for the area.
- Overbearing and loss of privacy to nearby dwellings.
- Damaging affect on the local ecology.
- Issues with the driveway.
- Dangerous exit onto the road from the site.
- Increased flooding potential.
- Impact on mental health of surrounding residents.

The Committee have several issues with this application and make the following objections.

The development is out of character for the area. This is a backland development that would set a precedent in this area.

The loss of important hedgerow and impact on trees that will adversely affect the local biodiversity.

Overdevelopment of the site.

Safety concerns regarding the road access from the proposed development.

CP1 – Sustainable Development

- 1) Quality of the environment
- 10) Attractive, safe, secure.

CP3 – General Principles for development

- a) Mass
- d) Fauna and flora

CP6- Managing Travel Demand

- d) Appropriate vehicular parking.
- f) Enhance road safety

CP7 – Biodiversity

- b) harm habitats
- c) compromise biodiversity

If this application is listed for Wokingham Borough Council Planning Committee then Cllr Betteridge will speak on behalf of Wokingham Town Council. If he is unable to attend Cllr Dixon will attend in his place.

231351 171 Evendons Lane Wokingham RG41 4EH

Outline application with all matters reserved except for access, for the proposed erection of a 64 bed care home (Use Class C2) with site access, parking, hard

CHAIRMANS INITIALS _____



and soft landscaping and other associated works following demolition of existing commercial buildings.

A member of Evendons Residents association spoke against the application. A summary of the objections

- Concerns that developer would change from a care home to another type of development on this land.
- No public consultation with residents.
- The site location is designated countryside and outside settlement boundaries for Wokingham.
- The number of residents and staff would increase local traffic on countryside roads. This would include large delivery vehicles.
- Inadequate local bus service to site.

A representative for the developer then spoke. A summary of his points.

- They are in contact with 4 potential operators for the proposed home. These would be privately run.
- At this stage this is just an outline plan for the development.

Another resident spoke against the application. His concern was the proposed new entrance to the site which would be opposite his driveway on Blagrove Lane and the road is not suitable for the site entrance.

Although the Committee acknowledge the requirement for dementia care and affordable care homes in Wokingham this was not seen as the appropriate location and development.

The Committee object as follows.

CP4 – Infrastructure requirements

The local Bus service is inadequate for both patients and staff.

CP6 – Manage Travel Demand

CP11 – Proposals outside Development Limits (Including countryside)

This development is in a countryside area and was not included as a potential development site on the Local Plan.

ACTION: PT OFFICER

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 30th June 2023 was received and considered.

SECURE BICYCLE STORAGE IN WOKINGHAM TOWN

CHAIRMANS INITIALS _____



The Planning officer updated the Committee on the progress of the project since the last P&T meeting.

There were several questions raised after the last P&T Meeting.

When are maintenance payments taken?

This will be quarterly; end of June should be the first.

- Management Fee Per Locker Per Month - £15

- Stakeholder Revenue Share - 50%

Is there a plan for shorter booking slots?

As there have not been capacity issues this has not caused a problem, however there are plans to introduce a 'release' system when someone has finished with the locker for the day. I have sent a full version of SpokeSafe reply to the Committee members in the update document.

Further promotion & Marketing of the Lockers

I have reached out to MyJourney & PFPLisure (Carnival Hub). I am as today awaiting a response from MyJourney. I have made contact with the Marketing Executive at PFPLisure and they will be happy to help promote the Secure Lockers.

Cllr Betteridge promoted the lockers at a recent cycling event and we promote them at our events and have leaflets in our info centre.

BUS SHELTERS

The Planning officer updated the Committee on Bus Shelters since the last P&T meeting.

There was a question regarding the usage of the shelters and whether they are on active bus routes.

The pages on our website have been updated with the routes.

Although it was pointed out that the routes are not that frequent, they are live. Incidentally WBC have just replaced (or about to) a shelter in disrepair opposite our shelter (14) outside the Dog & Duck which has an infrequent service.

Having looked at the types of shelter that we have and discussions with the Town Clerk it is not seen as viable to have the Adshel type boards that may have been seen in more busy routes and Towns. The shelters we have do not have the structural capability and as seen from the frequency of the routes the draw for any advertising.

There was a suggestion that Earley Council have advertising on their shelters. I contacted them but they do not have advertising on their shelters. The advertising that might be able to be placed on the current shelters would be limited to promotion of Wokingham Town Council events and projects.

CHAIRMANS INITIALS _____



Wokingham Public Rights of Way Applications (Agenda Item 6)

To receive and consider plans for Wokingham Fox Hill 1 Bridleway and Wokingham Fox Hill 2 footpath. Any objections are required by 31st July.

The Committee support these rights of way.

ACTION: P&T OFFICER

COMMITTEE'S BUDGET (Agenda Item 7)

A report on the Committee's budget as of 30th April 2023 and May 2023 were received and noted.

PLANNING APPLICATIONS (Agenda Item 8)

**RESOLVED
30663**

The following applications were received and considered, and it was that the Committee would make comment as shown. This includes 231331, noted above.

231222 31 Wiltshire Road Wokingham RG40 1TS

Full application for the proposed change of use of building to residential dwelling, with associated landscaping works.

The Committee have no objections but are sad to see the loss of a dental practice in Wokingham.

231172 5 Market Place Wokingham Berkshire RG401AL

Application for a certificate of lawfulness for the proposed internal alterations to ground floor to facilitate change of use to office space, plus replacement of existing air conditioning unit at the rear.

The Committee support this application.

231385 Derelict Lock-Up Garage Block Land Between 7/8 And 9/10 Tanhouse Lane RG41 2RL

Full application for the proposed erection of two No 2 bedroom flats and two No 1 bedroom flats over carports and parking.

The Committee debated this application. It was agreed that the current site is a mess and a development is required however the original area was designated for residents parking which has overspilled in the local area with the allocated area not available for residents parking. The committee voted to object to this application as this does not rectify the parking issues for residents.

CHAIRMANS INITIALS _____



231407 12-14 Rose Street Wokingham RG40 1XU

Application for Listed Building consent for the proposed change of use conversion of the existing ground floor office to a salon and the conversion of the first and second floor offices to create 2 no. one bedroom flats. The erection of a bin and cycle store.

The Committee support this application.

ACTION: P&T OFFICER

INFORMATION ITEMS (AGENDA ITEM 9)

Cllr Croy highlighted that there was an error with Councillor name in the last minutes. The PT Officer agreed to change to correct name.

Cllr Croy asked if his request for welcome to Wokingham and speedwatch signs at entrance to the Town could be investigated further. The PT officer stated that he is still awaiting response from Wokingham Borough Council highways but will chase and hopefully have a proposal in place for the next P&T Meeting in September.

CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____





WOKINGHAM TOWN COUNCIL
Town Hall, Market Place,
Wokingham
Berkshire
RG40 1AS

STRATEGY WORKING PARTY
NOTES OF THE MEETING
Wednesday 7th June 2023 AT 7.30pm on MS Teams

Present: Cllrs: A Croy, A Domingue, M Gee, S Gurney, A Jones, I Shepherd-Dubey

Apologies: No apologies were received.

In attendance: Town Clerk

1. Election of Chair

Cllr Gee nominated and Cllr Jones seconded Cllr Gurney as Chair of the Strategy Working Party. All members voted in favour and Cllr Gurney was duly elected.

2. Election of Vice-Chair

Cllr Gurney nominated and Cllr Shepherd-Dubey seconded Cllr Gee as Vice-Chair of the Strategy Working Party. All members voted in favour and Cllr Gee was duly elected.

3. Notes of the Previous Meeting:

- A summary of the discussion points of the last meeting was given by Cllr Gurney.
- The notes of the previous meeting held on 22nd March 2023 were received and accepted.

4. Service – King’s Coronation

- Members noted the activities supported by Wokingham Town Council for the Coronation weekend. Members noted that they had not received complaints about the lack of any large-scale event for the occasion.

5. WTC Strategic Plan

- Members noted the work undertaken to create the strategy for the town council for the period 2019 to 2023.
- Cllr Domingue noted that the vision statement could be more succinct and memorable, and suggested that understanding the baseline of what the council has achieved and where it is to date, would be useful.
- Members noted various examples of where progress has been made on elements of the strategic plan.

- Cllr Gurney reported that a brainstorming session had been held and Cllr Gee had consolidated the notes and ideas and the council had adopted the four principles of service, sustainability, distinctiveness and inclusivity.
- Cllr Domingue asked whether the council had co-produced the work with members of the local community, including consulting with self-advocacy groups for issues such as inclusivity.
- It was noted that positive progress had been made on inclusivity with the use of BSL interpreters and a raised viewing platform at the Party in the Park, seating areas at the Proclamation event, etc. On sustainability, progress has been made in getting market traders to use more sustainable materials, but that more progress could be made in other areas.
- Following discussion, it was agreed that:
 - Existing principles were a good basis to begin from.
 - All members to read and review the 2019-2023 strategy and report, including slides of the output from the 2019 workshop meeting as presented to council in October 2019 (*Town Clerk to circulate*) and consider any new ideas to suggest.
 - The next Strategy Working Party meeting be held in person at the town hall to allow for a discussion and brainstorm on ideas to determine the extent of change to the strategy we want to consider.
 - Following the next meeting, to consider whether a facilitated workshop is required to help shape the strategy.

6. Service / Sustainability – Wokingham in Bloom

- Cllr Gurney reported that the council had previously considered sponsorship options, but these had not progressed further due to various issues, including Covid.
- Cllr Domingue asked how we would ensure that a potential sponsor aligned with the council's values. The Town Clerk noted that due diligence would be carried out to ensure that this was the case.
- Following a short discussion, it was agreed that the plans for sponsorship for both Wokingham in Bloom and other Council activities, should be progressed.

7. AOB

- Cllr Croy asked about a 'beating the bounds' activity. It was recommended that this suggestion be put to the civic committee for consideration.
- Following discussion, it was agreed that the following topics be added to the agenda for the next meeting, and the Town Clerk to provide reports and/or information to facilitate discussion:
 - WTC Parks Charging Policy
 - Councillor allowances
- Cllr Shepherd-Dubey reported that a complaint had been received in relation to parking charges impacting on the delivery of the free Park Yoga sessions on a Sunday in Howard Palmer Gardens. It was noted that on-street parking will remain to be free, and many participants to the event arrive on foot.
- Cllr Croy reported that he had raised the matter of town boundary signage at the Planning and Transportation Committee meeting for future budget consideration.

8. Dates of future meetings

Dates of future meetings were confirmed as:

- 26th July 2023
- 20th September 2023
- 29th November 2023

The meeting closed at 8.38pm

Actions:

Agenda item	Action	By whom
5	Circulate documentation on 2019 strategy	Town Clerk
5	Members to read strategy documentation and slides from 2019 and bring ideas and suggestions to the July meeting	All members
5	Book a room for an in-person meeting for the 26 th July working group meeting	Town Clerk
7	Produce a report and any relevant documentation on a charging policy for the use of the town's parks for external events.	Town Clerk
7	Produce a report and any relevant documentation for considering councillor allowances	Town Clerk

13 June 2023

Minutes of the proceedings at the meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7.30pm to 10.00pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi (Vice Chair), B Callender, R Comber, M Lucey, A Mather, H Richards and I Shepherd-Dubey

IN ATTENDANCE

Town Clerk: Katy Hughes

RFO: Nicky Harmsworth

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr T Lack

MEMBERS' INTERESTS (Agenda Item 2)

Cllr Shepherd-Dubey declared she was the Executive Member for Finance at Wokingham Borough Council.

FINANCE & PERSONNEL OVERVIEW (Agenda Item 3)

The RFO's report 01/2023-24 was received and considered. As this was the first meeting with new committee membership, members asked various questions which were answered by the RFO. The RFO offered a 1-1 with any councillors to gain an insight into the operational workings of the financial procedures of the Council and advised that all paperwork is available for review during her working hours.

ACTION: Cllrs to contact RFO

COMMITTEE OBJECTIVES AND MONITORING REPORT (Agenda Item 4)

The Committee objectives and monitoring report dated 1st July 2022 was received and discussed. It was noted that the strategic principles were those of the previous council and would be reviewed by Strategy in July.

The success criteria on two of the objectives were discussed in detail and Cllrs were requested to advise the RFO of any changes they felt appropriate to be made.

The monitoring report was discussed and as noted in the RFO's report in agenda item 3, the CCLA investment would be discussed at the July meeting, noting that both the RFO and Town Clerk were not qualified to give financial advice but would research investment opportunities. Cllrs were asked to let the RFO know if they were aware of any institution that would accept investments from Town & Parish Councils.

ACTION: Cllrs to contact RFO

CHAIR INITIALS _____



QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 5)

No questions were received. The Town Clerk advised that an FOI in relation to the council's finances had been received and responded to.

MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING (Agenda Item 6)

It was proposed by Cllr I Shepherd Dubey and seconded by Cllr Gee and it was

**RESOLVED
30653**

that the Minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 25th April 2023 pages 16731 to 16735 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and new members of the committee chose to abstain.

ACCOUNTS PAYABLE (Agenda Item 7)

Discussions were held about how the information was shown on the payments report and the RFO again advised that any member was welcome to come into the accounts office to review the payment information in detail.

The following list of payments from the Clerk's Drawing Account and the F&P Account were received and approved.

- (a) the list of costs from 1st April 2023 to 31st May 2023 totalling the sum of £323,782.15 paid from the F & GP Account, this includes £88,000, transfers to the Clerk's A/C and
- (b) the list of costs from 1st April 2023 to 31st May 2023 totalling the sum of £85,832.80 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 8)

The following financial reports were received and noted

- (a) Income and Expenditure to 31st May 2023.
- (b) Balance Sheet as 31st May 2023.
- (c) Revenue monitoring report to 31st May 2023.

A request for a year end forecast position on the revenue monitoring was requested and the RFO agreed to look at this ready for the July meeting.

IN YEAR FUNDING REQUEST (Agenda Item 9)

A recommendation from the Arts & Culture Committee held on 5th June 2023 for an additional £6,800 for the Lunar New Year Event was received. The Committee considered the different options which had been discussed by the Arts & Culture Committee for the event.

It was proposed by Cllr Comber and seconded by Cllr Richards and it was

CHAIR INITIALS _____



**RESOLVED
30654**

that £6,800 be taken out of general reserves to fund this year's additional funding request. It was noted that should the Arts & Culture committee wish to continue with the project at this level they would have to add it to their list of projects in the Autumn.

COMMITTEE INFORMATION (Agenda Item 10)

The RFO asked for confirmation of meeting dates, the only change to that shown on the municipal calendar being the next meeting moving from Tuesday 18th July to Wednesday 19th July. The RFO advised that meeting requests would be sent out.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 11)

It was proposed by Cllr Gee and seconded by Cllr Callender and it was

**RESOLVED
30655**

that in view of the confidential nature of the business about to be transacted i.e. commercial, financial and personnel it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.

TOWN HALL TENANT OVERVIEW (Agenda Item 12)

The RFO's report 2/ 2023-24 was received and considered.

The Town Clerk gave a verbal report on the upcoming renewal of the Timpson lease and discussions were held around the rent review.

It was proposed by Cllr Gee and seconded by Cllr Mather and it was

**RESOLVED
30656**

that the Town Clerk begins negotiations with the tenant on the recommendation given by the committee and the lease document be sealed at the appropriate time.

MORE ARTS GRANT FUNDING (Agenda Item 13)

The request for an alternative use of the Living Advent Calendar element of the 21-22 service provider grant funding for More Arts was received and considered. The Live Nativity funding of £2k had already been agreed to be returned.

Cllrs were concerned about the venue, and timing of the event, the potential for it to impact other events of a similar nature held locally around this time of year and how the organisation could attract a higher attendance. They also noted that More Arts had agreed to return any underspend of the remaining £2.7k grant allocation should it not be required.

**RESOLVED
30657**

It was proposed by Cllr Lucey and seconded by Cllr Avir and it was

that the Town Clerk and Chair of F&P would meet with the provider to discuss the concerns and suggestions made and to delegate authority to them to agree to the alternative use if they were satisfied it would be money well spent.

CHAIR INITIALS _____



WOKINGHAM SPORTS SPONSORSHIP FUNDING (Agenda Item 14)

The request to match fund two Wokingham Town residents who had recently been awarded a WBC sport's grant to support training, competition and equipment costs was received and considered.

**RESOLVED
30658**

It was proposed by Cllr Comber and seconded by Cllr Richards
that both residents each receive £350 match funding.

The RFO left the meeting at 9.40pm.

STAFFING UPDATE (Agenda Item 15)

The Town Clerk reported on a written summary of staffing information circulated with the agenda pack.

The Town Clerk reported that the recruitment of an additional part time role to the grounds team had not been successful, and that temporary grounds contractors were being used to catch up on a backlog of grounds works over the next six weeks. A further recruitment will be carried out after the summer.

Cllr Lucey asked whether the team had all the necessary equipment to carry out their roles as effectively as possible. The Town Clerk reported that it was felt the team were suitably equipped, but that she would liaise with the Grounds and Bloom Officer and report back at the next meeting.

Cllr Mather noted discussions and actions of the committee over the past 18-months, and re-iterated the council's wish to be a good employer. It was noted that the Town Clerk will be bringing a report to the next meeting in relation to ONS median salary levels.

The meeting ended at 10pm

CHAIR INITIALS _____



Date:06/06/2023

Wokingham Town Council

Page 1

Time: 17:09

F & P and Current Accounts

List of Payments made between 01/04/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2023	Wokingham Borough Council	Std Ord	2,891.00		Th chambers 2104329
03/04/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/04/2023	O2	DDR 0504	303.90		19696709/MAR/O2
08/04/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
11/04/2023	Barclaycard Commercial	DDR 1104	44.00		010034750323/MAR 23/Barclaycar
11/04/2023	Google Ireland Limited	DDR 1104	41.40		4693342962/MAR 23/Google Irela
12/04/2023	BACS P/L Pymnt Page 4698	BACS Pymnt	3,580.47		BACS P/L Pymnt Page 4698
12/04/2023	Clerk's Drawings Account	Imprest	43,000.00		tx main to clerks
14/04/2023	BACS P/L Pymnt Page 4699	BACS Pymnt	2,400.60		BACS P/L Pymnt Page 4699
17/04/2023	Barclaycard Commercial	DDR 1704	2,866.29		SUTTONS 050423/Barclaycard Co
17/04/2023	Castle Water Limited	DDR 1704	32.82		8746266/Castle Water Limited
17/04/2023	Castle Water Limited	170423	44.47		8743184/Castle Water Limited
25/04/2023	BACS P/L Pymnt Page 4703	BACS Pymnt	33,886.51		BACS P/L Pymnt Page 4703
26/04/2023	sage software limited	Std Ord	63.00		payroll services
26/04/2023	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
27/04/2023	HMRC	BACS	11,093.54		HMRC
28/04/2023	ARVAL	DD	599.24		HK72 FNE WO7317
28/04/2023	Total Gas & Power Ltd	DDR 2604	1,291.15		297092339/23/310323 TH/Total G
28/04/2023	Total Gas & Power Ltd	DDR 260423	220.93		297092328/23/310323 WH/Total G
30/04/2023	BACS P/L Pymnt Page 4713	BACS Pymnt	16,200.00		BACS P/L Pymnt Page 4713
01/05/2023	SAGE	Std Ord	63.00		Payroll
01/05/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
02/05/2023	Focus Group	DDR 0205	122.15		6814933/RF2546 APR/Focus Grou
02/05/2023	Focus Group	DDR 020523	822.11		6815137/RF3078 APR/Focus Grou
03/05/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/05/2023	O2	DDR 0505	321.41		20268995/APR/O2
08/05/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
09/05/2023	BACS P/L Pymnt Page 4718	BACS Pymnt	14,224.18		BACS P/L Pymnt Page 4718
09/05/2023	Clerk's Drawings Account	IMPREST	45,000.00		tx transfer to Clerks
09/05/2023	Google Ireland Limited	DD 090523	41.40		4710588878/APR/Google Ireland
11/05/2023	Grants 1	BACS	12,314.00		Grants 1
11/05/2023	Service Event Prov	BACS	48,100.00		Service Event Prov
11/05/2023	Grants 3	BACS	7,275.00		Grants 3
11/05/2023	Grants 2	BACS	16,500.00		Grants 2
16/05/2023	BACS P/L Pymnt Page 4723	BACS Pymnt	16,663.94		BACS P/L Pymnt Page 4723
17/05/2023	Barclaycard Commercial	DDR 1105	51.44		10034750423/APR 23/Barclaycard
17/05/2023	Castle Water Limited	DDR 1705	32.73		8890069/Castle Water Limited
17/05/2023	Castle Water Limited	DDR 170523	52.95		8895455/Castle Water Limited
18/05/2023	Barclaycard Commercial	DDR 180524	5,270.88		YUMPU APR/Barclaycard
18/05/2023	Grants 4	BACS	3,000.00		Grants 4
23/05/2023	BACS P/L Pymnt Page 4728	BACS Pymnt	4,026.00		BACS P/L Pymnt Page 4728
23/05/2023	BACS P/L Pymnt Page 4729	BACS Pymnt	6,752.00		BACS P/L Pymnt Page 4729
25/05/2023	Total Gas & Power Ltd	DDR 2505	302.39		299178313/23/Total Gas & Power
25/05/2023	Total Gas & Power Ltd	DDR 250523	31.35		299178280/23/Total Gas & Power
26/05/2023	ARVAL	DD	599.24		HK72 FNE WO7317
31/05/2023	BACS P/L Pymnt Page 4733	BACS Pymnt	1,074.00		BACS P/L Pymnt Page 4733
31/05/2023	BACS P/L Pymnt Page 4737	BACS Pymnt	6,345.28		BACS P/L Pymnt Page 4737
31/05/2023	Total Gas & Power Ltd	DDR MAY	6,663.15		299178291/23/Total Gas & Power
31/05/2023	Focus Group	DDR 3105	821.30		6816081/RF3078 MAY/Focus Gr
31/05/2023	Focus Group	310523	122.15		6815880/RF2546 MAY/Focus Gr

CHAIR INITIALS _____

Finance & Personnel Meeting 13/06/2023

16770



31/05/2023 Twofold Limited

DDR 31MAY

71.96

12957/Twofold Limited

Total Payments 323,782.15

DRAFT

CHAIR INITIALS _____

Finance & Personnel Meeting 13/06/2023

16771



Date:06/06/2023

Wokingham Town Council

Page 1

Time: 17:10

Clerk's Drawings Account

List of Payments made between 01/04/2023 and 31/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2023	Wokingham Borough Council	Std Ord	245.00		Office 3 2239762
01/04/2023	Wokingham Borough Council	Std Ord	335.25		Market tolls 1016075
01/04/2023	Wokingham Borough Council	Std Ord	263.80		Office 1 2035191
01/04/2023	Wokingham Borough Council	Std Ord	316.10		Woosehill 101493X
01/04/2023	Wokingham Borough Council	Std Ord	332.40		Info Centre 1045161
03/04/2023	Peninsula	Std Ord	167.44		HR support
12/04/2023	BACS P/L Pymnt Page 4696	BACS Pymnt	3,423.87		BACS P/L Pymnt Page 4696
13/04/2023	Quadiant was Neopost	DDR 1304	10.00		93087793/Quadiant was Neopo
14/04/2023	BACS P/L Pymnt Page 4700	BACS Pymnt	1,627.82		BACS P/L Pymnt Page 4700
14/04/2023	APR Salary	BACS	30,711.51		APR Salary
17/04/2023	Castle Water Limited	DDR 1704	24.01		8749017/Castle Water Limited
18/04/2023	140423 DD	BACS	352.42		140423 DD
25/04/2023	BACS P/L Pymnt Page 4701	BACS Pymnt	3,392.05		BACS P/L Pymnt Page 4701
25/04/2023	BACS P/L Pymnt Page 4704	BACS Pymnt	2,321.82		BACS P/L Pymnt Page 4704
27/04/2023	DD DON STAFF	BACS	319.03		DD DON STAFF
30/04/2023	BACS P/L Pymnt Page 4714	BACS Pymnt	1,671.97		BACS P/L Pymnt Page 4714
30/04/2023	Quadiant was Neopost	DD 280423	190.00		Purchase Ledger DDR Payment
01/05/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/05/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/05/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/05/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/05/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/05/2023	STAFF EXPENSES	BACS	95.40		STAFF EXPENSES
03/05/2023	Peninsula	Std Ord	167.44		HR support
09/05/2023	BACS P/L Pymnt Page 4719	BACS Pymnt	3,183.68		BACS P/L Pymnt Page 4719
11/05/2023	DD Staff	BACS	118.00		DD Staff
15/05/2023	MAY SALARY	BACS	27,988.16		MAY SALARY
16/05/2023	BACS P/L Pymnt Page 4724	BACS Pymnt	1,443.47		BACS P/L Pymnt Page 4724
17/05/2023	Castle Water Limited	DDR 1705	25.65		8892467/Castle Water Limited
18/05/2023	180523 DD STAFF	BACS	386.00		180523 DD STAFF
23/05/2023	BACS P/L Pymnt Page 4730	BACS Pymnt	798.05		BACS P/L Pymnt Page 4730
23/05/2023	DD ALLOT	BACS	217.00		DD ALLOT
31/05/2023	BACS P/L Pymnt Page 4734	BACS Pymnt	3,887.77		BACS P/L Pymnt Page 4734
31/05/2023	Castle Water Limited	DDR 3105	22.69		8934528/Castle Water Limited
Total Payments			85,532.80		

CHAIR INITIALS _____

Finance & Personnel Meeting 13/06/2023

16772



07/06/2023

11:30

Wokingham Town Council

Page 1

Summary Income & Expenditure by Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Amenities	Income	0	0	30	30		
	Expenditure	58,855	13,607	87,500	73,893	42,865	31,029
	Net Income over Expenditure	(58,855)	(13,607)	(87,470)	(73,863)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(13,607)				
Market	Income	41,860	7,275	41,700	34,425		
	Expenditure	12,902	1,099	13,110	12,011	240	11,771
	Movement to/(from) Gen Reserve	28,958	6,176				
Parks & Bloom	Income	13,835	388	5,650	5,263		
	Expenditure	146,772	6,780	168,700	161,920	92,839	69,081
	Movement to/(from) Gen Reserve	(132,937)	(6,393)				
Woosehill	Income	26,011	4,693	36,410	31,717		
	Expenditure	28,177	3,038	28,300	25,262	9,935	15,327
	Movement to/(from) Gen Reserve	(2,166)	1,654				
Town Hall	Income	128,646	27,695	140,360	112,665		
	Expenditure	92,967	9,792	109,960	100,168	25,947	74,221
	Net Income over Expenditure	35,679	17,903	30,400	12,497		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	17,903				
Allotments	Income	64,502	10,110	13,400	3,290		
	Expenditure	57,592	12,178	10,780	(1,398)	5,228	(6,626)
	Movement to/(from) Gen Reserve	6,910	(2,068)				
Amenities Capital	Expenditure	41,951	0	55,900	55,900	25,000	30,900
	plus Transfer from EMR	11,000	0				
	Movement to/(from) Gen Reserve	(30,951)	0				
Personnel	Expenditure	598,626	96,480	577,170	480,690	1,384	479,305
F & P Administration	Income	1,428,940	661,275	1,327,020	665,745		
	Expenditure	121,865	18,044	297,160	279,116	22,440	256,676
	Net Income over Expenditure	1,307,075	643,231	1,029,860	386,629		
	plus Transfer from EMR	4,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	917,083	643,231				

CHAIR INITIALS _____

Finance & Personnel Meeting 13/06/2023

16773



Civic	Expenditure	26,071	4,018	41,300	37,283	6,751	30,531
Grants	Expenditure	100,669	87,189	102,520	15,331		15,331
Arts & Culture	Income	3,209	2,320	4,800	2,480		
	Expenditure	86,277	32,801	103,650	70,849	57,138	13,711
Movement to/(from) Gen Reserve		(83,068)	(30,481)				
Highways and Planning	Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	71	5,340	5,269		5,269
Movement to/(from) Gen Reserve		(1,977)	5,129				
Grand Totals:- Income		1,711,804	718,955	1,572,310	853,355		
Expenditure		1,379,503	285,098	1,601,390	1,316,292	289,768	1,026,525
Net Income over Expenditure		332,301	433,858	(29,080)	(462,938)		
plus Transfer from EMR		15,000	0				
less Transfer to EMR		393,992	0				
Movement to/(from) Gen Reserve		(46,691)	433,858				

CHAIR INITIALS _____



07/06/2023

Wokingham Town Council

Page 1

11:31

Detailed Balance Sheet - Excluding Stock Movement**Month 2 Date 31/05/2023**

A/c	Description	Actual
<u>Current Assets</u>		
101	Debtors	25,767
105	VAT Control Account	7,158
201	F & GP + Current Account	1,070,014
202	Clerk's Drawings Account	50,192
205	Treasury Deposit	250,000
209	RYND	18,041
210	Petty Cash	72
211	Office 2 (Michael Cragg)	810
Total Current Assets		1,422,054
<u>Current Liabilities</u>		
501	Creditors	4,518
502	Receipts in Advance	9,194
504	RYND Creditor	18,041
508	Office 2 Michael Cragg	810
510	Accruals	698
515	PAYE/NI Control A/C	8,976
561	Hire Deposits Town Hall	3,400
562	Hire Deposits Woosehill	1,400
564	Long Term Key & Damage	2,825
565	Allotment key deposit	390
Total Current Liabilities		50,251
Net Current Assets		1,371,803
Total Assets less Current Liabilities		1,371,803
<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	433,858
310	General Reserve	197,576
320	Self Insurance Fund	17,123
321	Emergency Provision	175,000
324	Election Reserve	25,500
360	Playpark Earmark Reserve	500,996
370	Town Hall Maintenance Reserve	21,750
Total Equity		1,371,803

NB The balance sheet does not show investments other than in interest bearing savings accounts as these are identified as Long-Term investments for Town and Parish Councils and appear on the Fixed Term Asset Register. As at 31st May 2023 2023 the value of investments was £191,705. There were no long-term liabilities.

CHAIR INITIALS _____

Finance & Personnel Meeting 13/06/2023

16775



19th June 2023 - draft

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Main Hall, Town Hall, Wokingham** from 19:30 to 21:15pm.

PRESENT

Chair: Cllr A Mather (Chair)

Councillors: R Bishop-Firth, P Cunningham, M Gee, A Jones (Vice-Chair), K Malvern, M Lucey.

IN ATTENDANCE

Civic Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllrs A Betteridge and W Dixon.

MEMBERS' INTERESTS (Agenda Item 2)

There were no declarations of interest.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

No questions were received.

CIVIC OVERVIEW (Agenda Item 4)

The committee members received the Civic Officer's report which provided an overview of the work of the Civic Officer.

The report noted that the work includes the following and the civic committee may be required to make decisions on matters relating to any of these topics:

- mayoral support
- management of Macebearer/Mayor's Attendant and Honorary members
- mayoral regalia
- civic events and activities.

The Chair asked the Civic Officer to talk this through to help raise their awareness of the work of the committee, for the new members. Members asked a number of questions and had a number of thoughts including the following:

- An emphasis was placed on the importance of WTC being inclusive and continually reaching out to our wider community, in all that WTC does.
- To ask Councillors if they have any useful contacts to share with Officers which might be helpful when sharing information, with key groups in the community, about WTC's work, or to find out if there is anything WTC can do to support them. However, it was recognised that as this spans across the whole of the Council and not just civic, this should be discussed further at the next Strategy working party to ensure WTC is consistent with its approach.

ACTION: Civic Officer

CHAIR'S INITIALS _____

Civic Committee 19/06/2023

16776



CIVIC COMMITTEE MINUTES (Agenda Item 5)

**RESOLVED
30659**

It was proposed by Cllr Bishop-Firth and seconded by Cllr Malvern and it was

that the Minutes of the Civic Committee meeting held on 20th March 2023 (pages 16706 to 16708), be received as a true and correct record and that they be confirmed and signed by the Chair.

**RESOLVED
30660**

It was proposed by Cllr Bishop-Firth and seconded by Cllr Malvern and it was

that the Minutes of the Civic Committee meeting held on 4th April 2023 (pages 16718 to 16720), be received as a true and correct record and that they be confirmed and signed by the Chair.

MONITORING REPORT (Agenda Item 6)

The Monitoring Report dated 13th June 2023 was received and noted.

- a) **Purchase new badge and ribbon for Mini-Mayor**
Civic Officer to purchase.
- b) **Arrange for mayoral badge of office to be repaired and 2 new links to be added**
Civic Officer to make arrangements.
- c) **To consider the purchase of a new mayoral badge and chain of office at some point in the near future.**
As discussed in previous civic meetings, the committee agreed that in some point in the near future, consideration should be given to purchasing a new Mayoral chain and badge of office. The Civic Officer will explore options and bring to the committee at a future civic meeting.

COMMITTEE'S BUDGET (Agenda Item 7)

A report on the Committee's budget expenditure to 31st May 2023 was received and noted.

MAYOR'S SUNDAY FEEDBACK (Agenda Item 8)

- a) The committee received copies of thank you letters from the Deputy Lieutenant and the High Sheriff.
- b) The chair invited feedback about the day so it can be considered in future planning.

Whilst, previous discussions have taken place at recent civic meetings, members discussed the Civic Church service further. The Civic Officer advised that a civic service was planned as previously agreed, and adjustments were made for the focus of the service to be for the whole of the Council and not personally for the Mayor. Due to 2023 being an election year for WTC, plans had to be made in advance and unlike the years in between, there was limited time to make any further adjustments. Members discussed the following:

CHAIR'S INITIALS _____

Civic Committee 19/06/2023

16777



- The church Service was not well attended by the public.
- Some members missed the parade.
- WTC now has a wider mix of faiths and atheists amongst its Councillors, with different views which it needs to take into account.
- Some members felt it might be worth re-considering holding the civic service on a separate day as it was done prior to 2017.
- Some members queried who the service is for.

It was agreed that further discussions should take place at a future civic meeting to determine the best solution going forward. The Chair suggested a meeting with the Civic Officer and Town Clerk to outline a report in preparation for the next discussion.

ACTION: Civic Officer

CEREMONIAL FLAGS REQUEST (Agenda Item 9)

The committee received the Civic Officer's report outlining a request from the Grounds and Bloom Officer to display the ceremonial flags during July for the regional and national RHS Wokingham in Bloom judging days.

**RESOLVED
30661**

It was proposed by Cllr Bishop-Firth and seconded by Cllr Gee and it was that members were in full support for the flags to be displayed.

ACTION: Civic Officer

INFORMATION ITEMS (Agenda Item 10)

It was noted that the Town council's annual newsletter will be distributed to all households within the town boundary from 26 June.

COMMITTEE INFORMATION (Agenda Item 11)

There were no information items.

- a) No information was raised by members.
- b) The Civic Officer asked Councillors to share information about Armed Forces Day, taking place on Saturday 24 June to help raise awareness. The Civic Officer will email Councillors with the details.

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____

Civic Committee 19/06/2023

16778





Wokingham Town Council External Representation
Meeting Record

Organisation	Wokingham District Scouts
Meeting Attended	AGM
WTC Attached Committee	Mayoral visit
Name of Councillor	Robert Comber
Date of Meeting	29/6/23
Main Points of Meeting	
Presentation of District Commissioner's report, accounts and review of the year's activities. Changes to Governance structure. Appointment/election of officers. Speeches from Borough Mayor & Town Deputy Mayor. Presentation by two Explorer scouts on their visit to the Alps.	
Action or Points of follow up for WTC	
No actions.	



Wokingham Town Council External Representation
Meeting Record

Organisation	Emmbrook Village Hall
Meeting Attended	Management committee
WTC Attached Committee	F&P
Name of Councillor	Keith Malvern (Basit Alvi was attending planning training)
Date of Meeting	4 th July 2023
Main Points of Meeting	
<p>The Chair, Peggy Johns, was not there and it was a relatively short meeting.</p> <p>On the maintenance front the hall will be decorated during the summer break, and it will provide an opportunity to deep clean the floor where a user has commented about the state of the floor.</p> <p>There is some work needed on the fire exit signs and the lights in the car park.</p> <p>The committee has agreed a new fixed 2 year gas and electricity deal to start in 2024</p>	
Action or Points of follow up for WTC	
None	



Wokingham Town Council External Representation
Meeting Record

Organisation	Wokingham Job Support Scheme
Meeting Attended	AGM
WTC Attached Committee	
Name of Councillor	Susan Cornish
Date of Meeting	6 th July 2023
Main Points of Meeting	
<p>A review over the last year :</p> <p>The WJSC aims to assist both those looking for a better job and also unemployed residents of the Wokingham and Bracknell Forest areas to gain employment. Approximately 100 clients a year.</p> <p>Total income/expenditure of around £26,000</p> <p>Invested in new IT equipment and launched a new website and operational system for managing client details. Improved publicity and communications and have seen an encouraging sign of an uplift in new clients.</p> <p>Looking forward : need to work on succession planning and finding additional Advisors and Trustees.</p>	
Action or Points of follow up for WTC	
<p>To continue funding:</p> <p>4 year funding agreement is up for renewal (£5,000 per year)</p>	



Wokingham Town Council External Representation
Meeting Record

Organisation	WOKINGHAM LIONS CLUB
Meeting Attended	FIRST MEETING OF THE NEW CALENDAR YEAR
WTC Attached Committee	
Name of Councillor	NAGI NAGELLA ALWYN JONES
Date of Meeting	12TH JULY 2023
Main Points of Meeting	
<p>THIS WAS THE LIONS' FIRST MEETING OF THEIR CALENDAR YEAR WITH A NEW INCOMING PRESIDENT, LYN BAILEY. THE MEETING OPENED WITH CHECKS GIVEN TO CHARITIES, THAMES HOSPICE AND CAMP MOHAWK. THE BULK OF THE MEETING WAS DEVOTED TO OFFICER REPORTS AND PLANS TO SUPPORT CHARITIES.</p>	
Action or Points of follow up for WTC	
<p>THE WINTER CARNIVAL WILL BE HELD ON SUNDAY 26TH NOVEMBER. IT WAS REPORTED THAT 88 OUT OF 110 STALLS HAD BEEN ALLOCATED AND ADDITIONAL SPACE MAY ^{AND} NEED TO BE ALLOCATED. IT IS HIGHLY PROBABLE THAT THE LIONS CLUB WILL APPROACH WTC FOR ADDITIONAL FUNDING. THE WLC TREASURER WILL BE APPROACHING WTC FOR A SUITABLE MEETING TO DISCUSS THIS.</p>	

ALWYN JONES
14TH JULY 2023