



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

10th October 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 17th October 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

To receive and confirm the minutes of the proceedings of the Council Meeting held on 25th July 2023 (pages 16802 to 16806, 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 ARTS AND CULTURE COMMITTEE

- a) To receive the draft minutes and any recommendations of the Arts and Culture Committee meeting held on 4th September 2023 (pages 16809 to 16812, copy attached)
- b) To adopt the approved minutes of the Arts and Culture Committee meeting held on 17th July 2023 (Draft copy circulated with previous council agenda)

7 PLANNING & TRANSPORTATION COMMITTEE

To receive the draft minutes and any recommendations of the Planning & Transportation Committee meeting held on 5th September 2023 (pages 16813 to 16818, copy attached)

8 AMENITIES COMMITTEE

- a) To receive the draft minutes and any recommendations of the Amenities Committee meeting held on 12th September 2023 (pages 16819 to 16822, copy attached).
- b) To adopt the approved minutes of the Amenities Committee meeting held on 11th July 2023 (Draft copy circulated with previous council agenda)

9 CIVIC COMMITTEE

- a) To receive the draft minutes and any recommendations of the Amenities Committee meeting held on 18th September 2023 (pages 16823 to 16827, copy attached)
- b) To adopt the approved minutes of the Civic Committee meeting held on 19th June 2023 (Draft copy circulated with previous council agenda)

10 STRATEGY WORKING PARTY

- a) To receive the notes of the Strategy Working Party meeting held on 20th September 2023 (copy attached)
- b) To receive and resolve upon the adoption of a new vision for the town council

11 FINANCE & PERSONNEL COMMITTEE

- a) To receive the draft minutes and any recommendations of the Finance and Personnel Committee meeting held on 26th September 2023 (pages 16828 to 16836, copy attached)
- b) To receive and adopt the approved minutes of the Finance & Personnel Committee meeting held on 19th July 2023 (pages 16793 to 16801, copy attached)
- c) To receive and adopt the approved minutes of the extraordinary meeting of the Finance & Personnel Committee meeting held on 3rd August 2023 (pages 16807 to 16808, copy attached)

12 ANNUAL RETURN – CONCLUSION OF AUDIT 2023

To receive the external auditor's certificate and opinion regarding the completion of the annual return for the year ended 31st March 2023 (copy attached).

13 EXTERNAL REPRESENTATION

To receive Councillors' reports:

- More Arts (Cllr Medhurst)

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).

25th July 2023

Minutes of the proceedings of the **TOWN COUNCIL** held in the Main Hall, Town Hall, Market Place, Wokingham on 25th July 2023 from 7.30pm to 8.30pm.

PRESENT:

Chairman: Cllr S Gurney (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 Gee, A Jones, T Lack, M Lucey, K Malvern, M Malvern, A Mather, A Medhurst, N Nagella, H Richards, I Shepherd-Dubey.

IN ATTENDANCE:

Katy Hughes – Town Clerk.

Nicky Harmsworth – RFO

Helen Jeffries – Mayor's Celebrant

Thoughts of the day were given by the Mayor's Celebrant Helen Jefferies, prior to the start of the meeting.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr M Fumagalli

MEMBERS' INTERESTS (Agenda Item 2)

None were declared.

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

There were no questions raised.

MINUTES OF PREVIOUS COUNCIL MEETING (Agenda Item 4)

Cllr Croy questioned why the Mayoral selection meeting was not mentioned in the meeting held on the 21st May, this was clarified that it was shown in the minutes of the meeting of the adjourned meeting held on Tuesday 23rd May 2023.

It was proposed by Cllr A Croy and seconded by Cllr A Jones and the following was

**RESOLVED
30688**

that the Minutes of the proceedings of the Council Meetings held on 21st and 23rd May 2023 (pages 16738 to 16754) be received as a true and correct record and that they be signed by the Chair.

A vote was taken and was unanimous.

MAYOR'S COMMUNICATIONS (Agenda Item 5)

CHAIRMANS INITIALS _____

Full Council Meeting 25th July 2023

16802



The Mayor opened her communications by thanking Helen her celebrant for giving her thoughts of the day.

She then had the pleasure of presenting Cllr Gee with her photobook showing a few memories of her time as Mayor and thanked Nikki Payler and David Dunham for their help in producing it.

The Mayor then advised Council that it was the last Full Council meeting for Nicky Harmsworth, the RFO as she was leaving the Council at the end of August and thanked her for her work over the past 9 years and presented her with a bouquet of flowers on behalf of the Council.

The Mayor highlighted that:

- She had been to the reopening of All Saints Church and was nice to see how the grant funding they had applied for had been used.
- Lots of Town Council events had happened since she had become Mayor including the Fun Day, Party in the Park, Armed Forces Day, E Bike Event and Wokingham Pride.
- The Mayor noted that it had recently been the Local Council Clerk's Week and thanked Katy Hughes, WTC's Town Clerk for all the great work she is doing.
- A lovely afternoon was spent with the school children who had applied to become Mini- Mayor. It was a hard decision, but Leah Vas from Floreat Montague Park was chosen to fulfil this role.
- The judging for the Regional and National bloom competitions had taken place and the Mayor gave thanks to all the Bloom Volunteers and Cllr M Malvern and WTC Officer Marianna Pentek as they had spent so many hours on the project.
- The Mayor advised that both High Close School and Arts4Wokingham were looking for Trustees so if any Councillor was interested in finding out about more about these organisations to contact her or the Town Clerk.
- Councillors were reminded about upcoming events, including Theatre in the Park (5th August), Chalk about it (20th August), Heritage Day (9th September) and Book Festival (14th & 15th October). Additional help is required for Chalk About It, so if members hadn't already done so, please reply to Gemma Cumming, the Arts & Culture Officer 's request for help, to advise if they can or can't help out at this event.
- A reminder was given of the use of social media to support the council's events.

The Mayors' list of engagements since the last Council meeting was also received.

AMENITIES COMMITTEE (Agenda Item 6)

Cllr T Lack advised that

- Path at King George V had been completed
- The defibrillators which had been on the monitoring report had been installed
- A replacement trampoline at Elms Field had been installed

CHAIRMANS INITIALS _____



**RESOLVED
30689**

- Officers, Cllrs and volunteers had been busy with Bloom

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

that the Minutes of the proceedings of the Amenities Committee Meetings held on 30th May 2023 (pages 16755 to 16757) and 11th July 2023 (pages 16786 to 16788) be received.

A vote was taken and was unanimous.

ARTS & CULTURE COMMITTEE (Agenda Item 7)

Cllr B Callender updated members on Lunar New Year, Party in the Park and Fun Day and gave thanks to Gemma Cumming the Arts & Culture Officer for the information on all the events that Wokingham Town Council put on with such a small staff team. He noted that requests for additional funding had been made to, and agreed by, the F&P Committee for Lunar New Year, Fun Day and Party in the Park. He also noted that Cllrs Gurney and Fraser had agreed to work with officers to choose the acts for next year's Party in the Park.

**RESOLVED
30690**

It was proposed by Cllr B Callender and seconded by A Domingue and the following was

that the Minutes of the proceedings of the Arts & Culture Committee Meetings held on 5th June 2023 (pages 16758 to 16760) and 17th July 2023 (pages 16789 to 16792) be received.

A vote was taken and was unanimous.

PLANNING & TRANSPORTATION COMMITTEE (Agenda Item 8)

Cllr I Shepherd-Dubey gave an overview on some of the recent planning applications including the Eastheath Avenue and Evendons Lane applications where residents had also attended the meeting to voice concerns. The Derelict Lock-Up Garage Block Land Between 7/8 and 9/10 Tanhouse Lane had also been discussed.

The secure bike lockers were still not being utilised to capacity but had been advertised.

Cllr Gee asked if there had been any resident feedback on 5 & 5a Market Place application but the response was there had not been.

It was noted that Cllr Spencer was shown as attending meetings after he had resigned, Cllr Shepherd-Dubey advised this would be corrected.

**RESOLVED
30691**

It was proposed by Cllr I Shepherd-Dubey and seconded by Cllr T Lack and the following was

that the Minutes of the proceedings of the Planning & Transportation Committee Meetings held on 6th June 2023 (pages 16761 to 16765) and 6th July 2023 (pages 16779 to 16785) be received.

CHAIRMANS INITIALS _____



A vote was taken on these meetings and 1 Councillor abstained.

Councillors then raised concerns about how draft minutes were being approved at Full Council when they had not been approved by the Committees themselves. Cllr Gee noted that she had raised this during the last council as well. The Town Clerk advised that she would look into this and would clarify this matter ahead of the next meeting.

ACTION: TOWN CLERK

STRATEGY WORKING PARTY (Agenda Item 9)

The notes and any recommendations of the Strategy Working Party's held on 7th June 2023 were received and noted.

Cllr Gurney gave a brief overview of the meeting and advised that a meeting being held tomorrow evening would be where the vision of the council for 2023 to 2027 would be discussed.

FINANCE & PERSONNEL COMMITTEE (Agenda Item 10)

Cllr M Gee highlighted that:

- Additional funding had been agreed for Lunar New Year as concerns about safety had been raised.
- The Council were unsuccessful in recruiting for a groundsman role.
- Discussion on staff pay were being undertaken.
- Meetings were lengthy as Councillors were having to learn how the Council operates.

**RESOLVED
30692**

It was proposed by Cllr M Gee and seconded by Cllr H Richards and the following was

that the Minutes of the proceedings of the Finance & Personnel Committee Meeting held on 13th June 2023 (pages 16766 – 16775) be received.

A vote was taken and all were in favour.

Agenda item 10b was deferred to the next meeting as minutes had only just been sent for the Chair's approval.

CIVIC COMMITTEE (Agenda Item 11)

Cllr A Mather advised that this committee was having lengthy debates with new Councillors being made aware of existing protocols and challenges being faced this year in particular with a new Council with key events happening so soon after which needed prompt planning.

**RESOLVED
30693**

It was proposed by Cllr A Mather and seconded by Cllr A Jones and the following was

that the Minutes of the proceedings of the Civic Committee Meeting held on 19th June 2023 (pages 16776 to 16778) be received.

A vote was taken and was unanimous.

CHAIRMANS INITIALS _____



COUNCIL REPRESENTATION ON OUTSIDE BODIES (Agenda Item 12)

Representatives' reports were received in relation to the following organisations:

- Wokingham District Scouts
- Emmbrook Village Hall
- Wokingham Job Support Scheme
- Wokingham Lions Club

Cllr Comber advised that the Scouts Association needed Scout leaders as they had a long waiting list and Cllr Cornish advised that WJSS were looking for new Trustees and would be reapplying for funding. Cllr Jones noted that the Lions club would also be applying for grant funding.

The Mayor noted that the grant application process was opening on Monday 31st July 2023.

The Mayor then closed the meeting.

CHAIR

CHAIRMANS INITIALS _____



**Engagements since Last Council Meeting
17 July 2023 to 15 October 2023)**

Date	Time	Engagement	Who attended
Tuesday 18 July	7.00pm	St Crispin's School Invited to attend Presentation Evening	Mayor, Consort Mayor's Attendant
Friday 21 July	11.30am	High Close School Invited to attend end of year Prizegiving	Mayor, Consort Mayor's Attendant
Tuesday 25 July		Wokingham in Bloom Invited to the following as part of National Bloom Judging Day 10.15am Unveilings of artworks 11.25am Unveilings of artworks 12.00pm To join judges for lunch	Mayor Mayor's Attendant
Sat 29 July	1.45pm	My Wokingham/Wokingham in Need Invited to attend Wokingham's Got Talent	Mayor, Consort Mayor's Attendant
Wed 9 August	3.00pm	Friends of Foxhill Invited to attend ceremony to unveil new Information Board.	Mayor Mayor's Attendant
Sun 13 August	11.00am	Wokingham Town Council Attending Theatre in the Park to welcome performers and residents	Mayor, Consort Mayor's Attendant
Sun 20 August	11.00am	Wokingham Town Council Attending Chalk About it event to welcome artists and residents.	Mayor, Consort Mayor's Attendant
Fri 1 Sept	1.00pm	Wokingham in Need Invited to attend opening of Sensory Garden at Wokingham Hospital	Mayor Mayor's Attendant
Wed 6 Sept	6.00pm	The High Sheriff of Berkshire Invited to attend Reception	Mayor
Sat 9 Sept	11am-3pm	Heritage Open Day To welcome the new Mini-Mayor and walk around the event along with High Steward and greet visitors throughout the day.	Mayor, Consort Mayor's Attendant

Sat 16 Sept	9.00am	Mindset Unlimited Festival Invited to open event	Mayor, Consort Mayor's Attendant
	10.30am	Wokingham Arts Trail Invited to attend and meet artists and their work	Mayor, Consort Mayor's Attendant
	3.00pm	Wokingham Horticultural Society Invited to attend Autumn Show	Mayor, Consort Mayor's Attendant
Tues 19 Sept	5.30pm	Blandy & Blandy Invited to attend Wokingham Office Launch event	Deputy Mayor
Fri 22 Sept	9.00am	Wokingham Town Council Offered welcome at 'Science for schools' event	Mayor
	5.00pm	Wokingham Town Council Afternoon Tea with residents	Mayor Mayor's Attendant
Thurs 28 Sept	6.30pm	South East Reserve Forces' & Cadets' Association Invited to attend Awards Ceremony	Mayor, Consort
Sat 30 Sept	9.00am	Wokingham Town Council Invited to attend allotment sites to present cups and certificates.	Mayor
	2.00pm	Wokingham Fire Station Invited to attend Firefighter Charity event	Mayor Mayor's Attendant
Fri 13 Oct	10am	The High Sheriff of Berkshire Invited to attend Judicial Service	Mayor Mayor's Attendant
	7.00pm	All Saints Church Invited to attend Service of Celebration for Flower Festival	Mayor Mayor's Attendant
Sat 14 Oct	10.00am	Wokingham Town Council Invited to introduce author at Book Festival	Mayor Mayor's Attendant Mini-Mayor
	1.00pm	Judge Sarah Campbell Invited to attend Reading Crown Court Open Day	Mayor, Consort Mayor's Attendant

Sun 15 Oct	11.15am	Wokingham Town Council Invited to introduce author at Book Festival	Mayor Mayor's Attendant Mini-Mayor
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Total of Engagements in 2023/2024 from 22 May 2023 to end of Mayoral year

Attended by the Mayor = 35

Attended by the Deputy Mayor = 3

Attended by both the Mayor and Deputy Mayor = 0

Attended by a Past Mayor = 0

Attended by Other =

04th September 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 19.30 to 21:46

PRESENT

Chair: Cllr B Callender

Councillors: S Cornish, P Cunnington, 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 no apologies for absence.

MEMBERS' INTERESTS (Agenda Item 2)

There were no declarations of interest.

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

There was a question from a member of the Council. Due to the complexities associated with the question it is to be considered as Agenda Item 9.

ARTS & CULTURE COMMITTEE MINUTES (Agenda Item 4)

It was proposed by Cllr A Domingue and seconded by Cllr A Medhurst and it was

**RESOLVED
30699**

that the Minutes of Arts and Culture Committee meeting held on 17th July 2023 (pages 16789 to 16792), copy attached, be received as a true and correct record.

Cllr Gurney joined the meeting.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 29th August 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 has begun on the 2024 event. 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.

COMMITTEE BUDGET (Agenda Item 6)

The Arts and Culture Committee's budget dated to 31st July 2023 was received.

CHAIR'S INITIALS _____



It was noted that the financial IT system is not able to record committed expenditure for different financial years separately. As such commitments made now for future years (the Party in the Park most notably) will show up as a current commitment and give the impression of those events being over committed.

SUNNY SATURDAYS (Agenda Item 7)

The Arts and Culture Officer was thanked for the comprehensive report on this event. The event was discussed at length, noting that it worked much better in Peach Place than anywhere else we have held it but retained a number of challenges. It was acknowledged that it had not demonstrated that it had achieved its original aim and a new aim and direction for the event would be needed. The lack of a wet weather option or alternative contingency date was noted as was the lack of on the day signage to indicate it was a Wokingham Town Council event.

The Committee considered a number of options. It was suggested to use the budget as a fund for external organisations to bid for, to support music in the Town. It was noted that this may not fit into our existing financial regulations, we had no idea if any local orgs would be interested and we were unsure what level of control WTC would have over the acts and how it would fit into the Council's principles. The Arts and Culture Officer to do some cursory investigation to support future decision making.

Alternatively continuing with some form of musical event that supported community acts while retaining diversity of acts was discussed. What this would look like was, as yet, unclear.

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

**RESOLVED
30700**

to set up a Working Party to provide options for developing Sunny Saturday's in the future.

The Sunny Saturdays Working Party would include Cllrs Callender, Cunningham, Fraser and Medhurst initially.

ACTION: ARTS AND CULTURE OFFICER

THEATRE IN THE PARK (Agenda Item 8)

Members of the Committee expressed their enjoyment of this event. It was noted that Shakespeare doesn't appeal to everyone, even with the work taken to make it more accessible. The Committee would welcome plays in modern English but recognises that rights can be a challenge. The sword fighting was very well received.

It was suggested that if doing Shakespeare then a comedy would be easier, that short scenes from multiple Shakespeare plays worked very well in the past and to consider something like a short Q&A or explanatory session at the end to help the children understand what they just saw.

The Committee remain concerned that this event is not as good value for money as other events it runs and would like to see greater attendance. The lack of

CHAIR'S INITIALS _____



microphones for the actors was noted for the latter performance and it was highlighted that these are necessary.

**RESOLVED
30701**

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

to continue Theatre in the Park, extending the contract with Bart Lee Theatre for a further year and requesting from F&P a budget increase in line with inflation.

ACTION: ARTS AND CULTURE OFFICER

There remains a question regarding the tech trailer. The Committee were of mixed opinions, however it was suggested that Wokingham Men's Shed might be able to help.

QUESTION REGARDING PARTY IN THE PARK (Agenda Item 9)

A question from a Councillor was received that was quickly identified as being complex enough to warrant a report to assist the Committee with answering it.

"Some of our most worthwhile local charities are struggling financially. Within the context of the significant reduction in contributions to Charities after COVID and during the on-going Cost of Living Crisis, would the A&C Committee agree to alter the "Party in the Park" event to be the "Charity Party in the Park" event? This could include the Mayor's charity being the nominated charity for that year's event, with money collected during the event going to the Mayor's nominated charity."

The Committee was in broad agreement with the report which highlighted the complexity around the request both from a logistical and legislative standpoint. They were in agreement that the event should not become a charitable event. But should the Mayor's Charity be in a position to do so, they would be allowed to raise awareness and have donation options at the event. It would only be the Mayor's Charity, and there would not be any allocation of this events budget to facilitate a charitable collection. Officer time would be monitored and be in line with any other charitable endeavour by the Mayor's Charity.

**RESOLVED
30702**

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

to allow only the Mayor's Charity an opportunity for promotion at the Party in the Park.

**RESOLVED
30703**

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

that the Committee would not rebrand the Party in the Park to become a charitable fundraising event.

FUTURE EVENTS (Agenda Item 10)

A number of potential options were discussed. The following have been requested to look at in .

Human Library. A global project that encourages people with particular and often marginalised experience to be available to talk on those experiences to others.

CHAIR'S INITIALS _____



Recycled Sculpture project that potentially ties into a sustainable fashion show.

ACTION ARTS AND CULTURE OFFICER

It was also noted to revisit the following from the events for consideration list with new information.

Graffiti boards – rather than a permanent option, look to Southend City Jam and how they used temporary boards over a bank holiday weekend.

Get in touch with Places for Leisure about Carnival Hub to put more thought into a battle of the bands/community music event. Which might tie into the ongoing work around Sunny Saturdays.

ACTION: ARTS AND CULTURE OFFICER

Cllr Domingue has a contact that might be able to offer experienced advice on a themed Fun Run. Cllr Domingue to make introductions if applicable.

ACTION: CLLR DOMINGUE

It was noted that in addition to the above ideas the Committee had no projects that were dance or photography orientated.

Additionally in connection to the Human Library project there was scope with the ongoing museum work around oral histories of residents. The Arts and Culture Officer would talk to the Civic Officer on this due to history being under Civic's purview.

COMMITTEE INFORMATION (Agenda Item 11)

- a) Cllr Fumagalli updated the Committee on the progress for Science with Schools. We have speakers from Syngenta and Kew Gardens with a focus around food security.
- b) When appropriate we may wish to share in marketing that Theatre in the Park is being renewed for another year.

CHAIR

CHAIR'S INITIALS _____



5th September 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 L Timlin.

IN ATTENDANCE

PT Officer.

APOLOGIES FOR ABSENCE (Agenda Item 1)

None

The new member of the Committee, Cllr Timlin was welcomed to the Committee, with short introduction by the members.

MEMBERS' INTERESTS (Agenda Item 2)

Cllr Croy stated a conflict of interest with Agenda Item 7 as this was his original proposal.

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

Cllr Lack asked whether the Committee is now up to full membership following Cllr Timlin joining. This was confirmed by the Chair.

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)

**RESOLVED
30704**

It was proposed by Cllr Croy and seconded by Cllr Nagella, and it was that the minutes of the Planning & Transportation Committee meeting held on 6th July 2023 (pages 16779 to 16785) 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 30th August 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.

CHAIRMANS INITIALS _____

Planning & Transportation Committee 06/07/2023

16813



A further service has been added to those hiring a locker. Spokesafe have partnered with BikeHero and they offer a bike repair service while your bike is in the locker. WTC will add Social Media content for this.

The sedum roofs for the lockers were originally going to be installed by WTC Bloom volunteers but this cannot be guaranteed by the end of the year. As the Sedum roofs were a prerequisite for the grant the PT Officer is seeking quotes for this work.

Cllr Lack suggested that a funding request could be made if the budget we have for the Sedum roofs are short of the cost required. The PT Officer will investigate the options.

The PT Officer gave an update on usage and the figures for July 2023 were the highest so far at 31 rentals. Cllr Dixon asked if we could have a breakdown on how many users this was for the 31 rentals. The PT Officer will supply these figures for the next meeting.

The Chair asked for an update on SpokeSafe introducing a release of locker for hire once a user finishes with the Locker and whether there is any progress on shorter hire times than a daily hire. The PT Officer will follow up with SpokeSafe.

BUS SHELTERS

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

A new Bus Shelter (replacing existing) has appeared on Wellington Road near the Carnival Hub. WTC have not been informed of this installation so do not know the background. As this shelter is maintained by WTC the PT Officer is investigating who was involved with the install.

APPLICATION FOR NEW PREMISES LICENCE (Agenda Item 6)

To receive and consider a licence for Wokingham Local Food and Wine. Any comments are required by 11th September.

The Committee have concerns about alcohol being sold to underage people, and mitigations which might have been put in place after this.

WELCOME TO WOKINGHAM AND SPEED WATCH SIGNAGE (Agenda item 7)

To receive and consider a budget proposal (2024-2025) to have signs installed at six entry points to Wokingham. This would include 'Welcome to Wokingham' sign and 'Speed Watch Area' sign at each of the 6 entry points.

CHAIRMANS INITIALS _____



It was pointed out that on 1/ Entrance to Toutley Road that it should be 'Old Forest Road' and not 'Old Forest Lane'.

The Committee thought that this was a worthwhile plan, however Cllr Malvern had issues with this particularly regarding the proposed sign positions and boundaries on 1/ Entrance to Toutley Road.

**RESOLVED
30705**

The Committee voted to support this proposal and it was That this be proposed to the Finance Committee and placed on the next Finance and Personnel Agenda for funding.

The PT Officer will follow up with Cllr Malvern regarding his concerns.

ACTION: P&T OFFICER

COMMITTEE'S BUDGET (Agenda Item 7)

A report on the Committee's budget as of 31st July 2023 were received and noted.

The PT Officer was asked if income from the Secure Lockers would be shown on the report. The PT officer expects this to be shown on the next report (August).

Cllr Dixon raised a point that he forgot to ask earlier in Questions from the Council.

The question was would there be value in having a local plan specific to Wokingham Town Centre developments, in particular resident developments in previously commercial areas. The Chair stated that as the Town Centre area is within the Heritage area that gives a specific development framework and regulation.

PLANNING APPLICATIONS (Agenda Item 8)

**RESOLVED
30706**

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

231669 2a Barrett Crescent RG40 1UP

Full application for the proposed erection of 2 no. detached four bedroom dwellings with associated parking and access, following demolition of the existing dwelling, closure of the existing access and creation of 2 no. dropped kerbs.

The Committee think that the proposal is out of keeping for this area. The proposed development does not allow enough space for parking and a garden. The inadequate space for parking could force more cars parking on the road. The proposed development is too large for the location.

The Committee object on the following

TB06 Development of Private Residential gardens

CHAIRMANS INITIALS _____



CP3 General Principles for development

- a) Mass
- f) sense of place
- g) open space

231966 74 Eastheath Avenue RG41 2PJ

Full application for the proposed subdivision of the site and erection of 1 no. three bedroom detached dwelling with associated parking following demolition of the existing garage and utility room, plus formation a new dropped kerb, parking and access for the existing dwelling.

The Committee think that the proposal is out of keeping for this area.

The proposed car parking space is not adequate for manoeuvring cars.

The Committee object on the following.

CP3 General Principles for development

- a) Mass

CP6 - Managing Travel Demand

- d) appropriate vehicular parking

231351 171 Evendons Lane RG41 4EH

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

The previous objections remain.

There is concern that the minibus service will use Section 106 funding.

231990 Ye Olde Leathern Bottel 221 Barkham Road RG41 4BY

Full application for the proposed creation of a site access to serve the existing Public House and the Equestrian centre along with clearance of the former access.

The Committee could not see why this change to access was necessary.

There were 2 significant oak trees felled, there needs to be planting of new trees to offset this.

The change to entrance position has an impact on road safety.

Disabled parking spaces are being removed.

CHAIRMANS INITIALS _____



The reduction in parking spaces could impact with parking on road.

The Committee have the following objections.

CP2 - Inclusive communities

c) People with special needs

CP6 - Managing Travel Demand

d) appropriate vehicular parking

f) Enhance road safety

231631 Hutts Farm Cottage Blagrove Lane Wokingham RG41 4AX

Full application for the proposed erection of a first floor extension to facilitate conversion of the existing annex building to an independent dwelling, with associated external alterations including addition of a chimney and flue, a front canopy roof and changes to fenestration, plus provision of replacement parking for Hutts Farm Cottage.

This is a concern as it is development in a countryside area.

If this is approved, please can the enhancement recommendations, section 7 of the Ecological Assessment be followed.

232083 40 Reading Road Wokingham RG41 1EH

Application for Listed Building consent for the proposed erection of a single storey extension following demolition of the existing single storey extension.

The Committee fully support this proposal.

Cllr Dixon asked if we could review and comment on an application that wasn't on the list. The Chair and PT Officer explained that this wouldn't be possible as it was not notified to the public prior to the meeting. The application will be added to the list of applications for the October P&T Meeting.

ACTION: P&T OFFICER

INFORMATION ITEMS (AGENDA ITEM 9)

Cllr Lack informed the Committee that he was speaking with a Network Rail employee and the plan is to remove the temporary bridge at Tan House on December 25th.

Cllr Lack asked the Committee whether there was anything happening with the block of flats development near Carnival Hub. The Chair stated that it is understood that the company developing this have halted due to financial issues.

CHAIRMANS INITIALS _____



CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____



DRAFT

12th September 2023

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COMMITTEE ROOM, WOOSEHILL COMMUNITY HALL, WOKINGHAM** 7:32 pm to 9:00 pm.

Prior to the meeting Councillors received a 15-minute tour around Woosehill Community Hall. Councillors were given an overview of these areas; this included: some of the uses and hirers, some recent upgrades, and the areas of focus for the Buildings & Market Officer, with ongoing maintenance requirements.

PRESENT

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

IN ATTENDANCE

Amenities Officer (AO) – Fiona Sleaford
Town Clerk (TC) – Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr H Richards

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 Malvern and seconded by Cllr Bishop-Firth, and it was

**RESOLVED
30707**

that the minutes of the Amenities Committee meeting held on 11th July 2023 (pages 16786 to 16788) be received as a true and correct record, and they be confirmed and signed by the Chairman.

ACTION: AMENITIES OFFICER

AMENITIES SERVICE AREA - BUILDINGS & MARKET (Agenda Item 5)

Cllrs received the Buildings & Market Officer's report 01/2023-24, dated 18th August 2023:

It was confirmed to Cllrs that:

- Within the Town Hall demise, Piccolo Arco, RYND and Timpson have maintenance leases and are responsible for their ongoing maintenance and compliance.
- Wokingham Borough Council have agreed to compensate the town council for work required to reinstate the damaged electrical utility box on Market Place, adjacent to the Town Hall.

REQUEST TO F&P – PLAY PARK RESERVE REQUEST (Agenda Item 6)

Cllrs received the Amenities Officer's Report, 02/2023-24 dated 06th September. It was confirmed to Cllrs that:

- Leslie Sears junior play area is the only town council play area without any sub-base beneath the playground surface, and so this issue will not affect any other site to the same extent.

CHAIRMAN'S INITIALS _____

Amenities Committee 12th September 2023

16819



DRAFT

**RESOLVED
30708**

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

to submit an in-year request to F&P for up to an additional £35,000, from the Play Park Reserve fund, to cover the cost of the more comprehensive surfacing replacement in Leslie Sears junior play area.

ACTION: AMENITIES OFFICER / TOWN CLERK

GRAFFITI UPDATE (Agenda Item 7)

- a) Cllrs received an update from Cllr Lack regarding graffiti removal.
- b) Noted commercial graffiti removal was completed on 10th and 13th July 2023.
- c) Noted, following the significant graffiti across the whole town, removal will not take place until students return to college and university.

Discussion points included:

- The cost of commercial graffiti removal versus the existing budget.
- The value of wrapping cabinets, and of having art and murals on walls.
- From previous CCTV footage the perpetrators are most likely college age.
- That two to three days of commercial work is required to clean recent graffiti.

ACTION: AMENITIES OFFICER

SPENDING PRIORITIES 2024-2025 (Agenda item 8)

Councillors discussed the shortlisted projects and prioritised their requests to be proposed to F&P for approval.

Discussion points included:

- Removal of a significant capital investment item, that could be brought back for discussion and possible inclusion in the next annual budget.
- The Town Clerk confirmed that a significant number of items have been removed from the list, since July's meeting, as they can be investigated / completed within the current financial year.

**RESOLVED
30709**

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

to request the following funding from the F&P Committee in this prioritised order for 2024-2025:

Priority	Project	Request
1	Woosehill – Fire alarm upgrade	£1,000
2	Play Parks Reserves Request: Replacement of aged and defective equipment	up to £40,000
3	Town hall – Defibrillator	up to £3,000
4	Budget uplift – New grounds maintenance contract	£15,000
5	New budget line – Market Place parking permits	£1,050
6	New budget line – Park Yoga	£1,400
7	Allotments – Waterless toilet cleaning	£4,500
8	Budget uplift – Graffiti budget	£2,000

ACTION: AMENITIES OFFICER / TOWN CLERK

CHAIRMAN'S INITIALS _____

Amenities Committee 12th September 2023

16820



DRAFT

LOCAL GREEN SPACE NOMINATIONS (Agenda Item 9)

Cllrs received the Amenities Officer's Report, 03/2023-24 dated 01st September 2023, and the Town Clerk gave a verbal update in support of the report.

Discussion points included:

- Consideration that, as with TPO's, ownership by WTC confers sufficient long-term protection from the development of WTC's green spaces.
- Objecting, to the protection of WTC's own spaces, could be a difficult concept for residents, as it may appear that WTC are trying to be underhand or dishonest about the future of these spaces.
- The decision, for designation of WTC land as a Local Green Space (LGS) will be taken as part of the Local Plan Update, following an independent examination, over which WTC has no influence or control.

LANGBOROUGH RECREATION GROUND CHANGING ROOM (Agenda Item 10)

The TC provided a verbal update on recent research and the current situation.

Points raised and discussed included:

- No football has been played on the site since 2022, with the goals to be moved to King George V playing field, for informal games use.
- From a commercial perspective the location is compromised, parking is very restricted, it is adjacent to the play park, and it's bound on two sides by a residential neighbour.
- The building itself is not ideal, having only a single skin, with no insulation, no heating and limited natural lighting, and so it has limited potential.
- If it is demolished WTC could save the running and maintenance costs.
- If WTC retains the building, it's believed it may be best used for WTC's own storage needs.
- The planning use class is currently unclear, and so WTC would have to apply to for a change of use, to ensure the building can be used for storage.

MONITORING REPORT (Agenda Item 11)

Councillors received and discussed the report dated 24th 2023:

Item 174: Defibrillator for Woosehill Community Hall, FY2023-2024: Final installation is expected by the end of September 2023.

ACTION: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 12)

Cllrs noted the following:

- a) Vandalism to the "tigermulch" rubber surfacing at Elms Field play park.
- b) Vandalism to the roundabout at Joel Park.
- c) Wokingham in Bloom, Thames and Chilterns, regional results are announced on 27th September, with National results announced on 23rd October 2023.
- d) A Cllr brought up a significant problem, seen recently, of vapes being littered around town, a WTC social media campaign around Recycle Week (16th-22nd October) is being planned to promote appropriate recycling of vapes.

Cllrs requested that a special mention, and their thanks, be passed to Jim, the Elms Field Groundsman, for keeping the field and play area looking so good throughout the summer.

ACTION: AMENITIES OFFICER

CHAIRMAN'S INITIALS _____

Amenities Committee 12th September 2023

16821



DRAFT

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 13)

- Recycle Week 2023, which will take place between 16-22 October 2023, with a campaign focusing on the local issue with discarded vapes.
- Further to the agreement from F&P, the work to resurface Leslie Sears junior play area.

ACTION: AMENITIES OFFICER / MARKETING OFFICER

Meeting closed at 9:00 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____

Amenities Committee 12th September 2023

16822



18th September 2023 - draft

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Diamond Jubilee Room, Town Hall, Wokingham** from 19:30 to 21:39pm.

PRESENT

Chair: Cllr A Mather (Chair)

Councillors: A Betteridge R Bishop-Firth, P Cunnington, W Dixon, M Gee, A Jones (Vice-Chair), K Malvern.

IN ATTENDANCE

Civic Officer

Town Clerk

Mayor's Attendant

Before the meeting started, the Chair read a statement to the committee which reminded Councillors of the Town Council's history and that it is a custodian of this. The Chair stated that residents recognise the Mayor by the chain of office and the mayoral robes, and during ceremonies residents recognise councillors by their robes. He affirmed that when a Councillor takes on a role, the role is different from them as individuals; the role is linked with the holder of the office and not the individual.

The Chair shared that the Town Clerk and Officers have been put in difficult situations where short notice changes have been requested. Within the council's rules, individual councillors cannot make decisions, and council officers, whilst holding delegated powers to action council decisions, should not be asked to interpret council policy where this has the scope to lead to conflict.

The Chair urged careful thought and consideration at the meeting, and advised that he would be seeking a balanced view from all Councillors present.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllr M Lucey.

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 COMMITTEE MINUTES (Agenda Item 4)

It was proposed by Cllr A Mather and seconded by Cllr A Jones and it was

**RESOLVED
30710**

that the Minutes of the Civic Committee meeting held on 19th June 2023 (pages 16776 to 16778), be received as a true and correct record and that they be confirmed and signed by the Chair.

CHAIR'S INITIALS _____

Civic Committee 18/09/2023

16823



MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 12th September 2023 was received and noted.

a) Purchase new badge and ribbon for Mini-Mayor

Civic Officer has ordered this.

b) Arrange for mayoral badge of office to be repaired and 2 new links to be added

This is currently with a regalia specialist.

c) To consider the purchase of a new mayoral badge and chain of office at some point in the near future

See agenda item 11c

d) Civic funerals

The Civic Officer clarified that those eligible are serving Councillors, all Past Mayors (serving or not) and current members of staff. It should be noted that although eligible, a civic funeral is not always required or practical, and WTC will always liaise with the family to be guided by them.

e) Identify dates/occasions that WTC recognise on social media and ask Councillors if they have any useful contacts to share with Officers which might be helpful in reaching out to share this information with key groups in the community

The Marketing Officer currently holds a list. The Town Clerk is currently looking at community engagement and will work with the Marketing Officer to begin collating this information, to support all of WTC's activities.

COMMITTEE'S BUDGET (Agenda Item 6)

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

HERITAGE OPEN DAY FEEDBACK (Agenda Item 7)

The committee received a note of some feedback shared by some people attending on the day, which was all positive.

The chair invited any additional feedback about the day so it can be considered in future planning and the following was shared:

- One of the stallholders said how welcoming all the officers have been and that they would enjoy attending again in a future year.
- It was lovely to see the diversity of people that came in, new families in the town, different nationalities and a continuous flow of people.
- People were interested in the war memorial which prompted discussion.
- A partially sighted resident came in, who required some support from a Councillor and Officers. It was noted that this is something that WTC should be aware of at future events.

CHAIR'S INITIALS _____

Civic Committee 18/09/2023

16824



CIVIC AWARD SELECTION MEETING (Agenda Item 8)

The Chair asked for a volunteer to join him, the Vice-Chair and the Mayor at the Civic Award Selection meeting taking place on Wednesday 6 December at 10am.

Cllr A Betteridge volunteered to join this meeting.

CIVIC CHURCH SERVICE (Agenda Item 9)

The committee received the Civic Officer's report, to support the continued discussion about the church service element of the Mayor's Sunday event, following feedback from civic members at the June civic meeting.

The Civic Officer noted in the report that the following three options should be considered, and at the meeting Councillors were invited to share any other proposals they might have:

- To retain the Civic Church Service in its current format, following the ceremony at the Town Hall on Mayor's Sunday. An allowance to be made to enable the Mayor the flexibility to respect their own personal views and beliefs, whilst still acting as First Citizen of the town and meeting the expectations of the broadest community they are representing.
- To cease holding the Civic Church Service.
- To make changes to separate the civic service from Mayor's Sunday and hold as a stand-alone occasion perhaps in June or July, as it was done in previous years and consider there might be a place for a new civic coming together (to re-brand the occasion) to celebrate the new Mayor and the year ahead, and to welcome the diversity of our local community. It could be tailored accordingly to be an inclusive occasion with readings/poems, guest speakers for inspiration, e.g. the Mayor's charity, and a choir/singing group as examples. This could make the event more attractive and more of a marketable event to share with our community.

The civic members discussed these options and considered other ideas.

**RESOLVED
30711**

It was proposed by Cllr R Bishop-Firth and seconded by Cllr A Betteridge and it was

that the Council should separate the civic church service from the Mayor's Sunday ceremony, so the ceremony becomes a stand-alone occasion on the day (the annual council meeting).

Secondly, the Council should approach Churches Together in Wokingham (CTW) initially due to the Council's long-standing ties with them, to articulate that it is interested in re-enforcing its links with them. On behalf of the Council, Officers should ask them if they would be prepared to co-ordinate a community service run by the Christian community to which the Mayor, Deputy Mayor and Councillors are invited to attend and meet the wider members of the Christian community.

CHAIR'S INITIALS _____

Civic Committee 18/09/2023

16825



Members made it clear that this would not be a council event or badged as a civic service but one that would be instigated by the churches. This does mean there could be more than one service.

“What is the purpose of the service?” was asked at the meeting and members felt that this is something that Officers should discuss with the Churches and put in their hands to determine.

Following these discussions and depending on how this idea is received by CTW, it is possible that the scope could be widened to include more discussions with other faith leaders to represent all the people in the area the Council serves to be truly inclusive.

A vote was taken take; 5 Cllrs were in support, 1 Cllr voted against, and 2 Cllrs abstained.

It was asked to be noted that in its discussions, the Council recognises everything CTW has done for the Council in previous years, and it was requested that they are thanked.

Members asked for an agenda item to be added at a future meeting to consider alternative ideas for parades, not linked to a civic service, as Councillors feel they don't want to lose these, as they recognise how much our residents enjoy seeing the parades.

ACTION: Civic Officer

WEARING OF COUNCILLOR ROBES FOR ANNUAL HISTORICAL PHOTOGRAPH (Agenda Item 10)

The committee received the Civic Officer's report, to discuss and agree if the tradition of wearing of robes should continue for its annual council photograph.

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

**RESOLVED
30712**

To continue the tradition of taking an annual photograph, with Councillors included in the photograph. If Councillors are not comfortable with wearing a Councillor robe, they should not be excluded on this basis.

A vote was taken take; 6 Cllrs were in support, 1 Cllr voted against, and 1 Cllr abstained.

ACTION: Civic Officer

BUDGET REQUESTS FOR 2024-2025 (Agenda Item 11)

The committee discussed reports on the following to consider requesting additional funding for 2024-2025 and the following was agreed:

- a) Museum Accreditation and its Open Days - To request £1,000 from F&P to support the ongoing improvement of the Town Council's Open Days.

CHAIR'S INITIALS _____

Civic Committee 18/09/2023

16826



- b) New budget line to allow for Mayor's chaplain/celebrant expenses - To request from F&P a new budget line of £175 to allow for travelling and parking expenses to be paid to a Mayor's chaplain/celebrant if required.
- c) Budgeting for replacement of mayoral chain -To request £2,000 per year from F&P over the next five years to put aside for the provision of purchasing a new mayoral chain and badge of office. It was considered practical to budget for this to lessen the impact of the full expenditure in one financial year. Councillors also stated that by budgeting in this year, WTC is not committing to buying anything at this point in time and is allowing for the situation to be re-assessed and options to be considered over time.
- d) Beating the Bounds walk - To request £4,000 from F&P to offer to Wokingham Lions Club to manage and co-ordinate an historic event known as Beating the Bounds essentially carried out in the past to ensure the knowledge of the parish boundaries was maintained and passed from generation to generation. It was proposed that this is undertaken in 2024 as a trial, and Councillors would fully support in their own wards.
- e) Wokingham Remembers website - To request £1,500 as a one-off cost from F&P to take on the ownership and hosting of the Wokingham Remembers website, to preserve its history, on the understanding that Wokingham Town Council is able to have total control of its content and structure.

INFORMATION ITEMS (Agenda Item 12)

The following was noted:

- a) Mini-Mayor feedback form from 2022-2023
- b) The new Mini-Mayor that has been appointed for 2023-2024 is Leah Vas from Floreat Montague Park Primary School
- c) WTC's Christmas Music is being co-ordinated and run on the day by more arts, due to the organisation having left over grant funds as a service provider.
- d) The 2023 Remembrance Church Service will be held at All Saints Church.

COMMITTEE INFORMATION (Agenda Item 13)

There were no information items.

- a) No information was raised by members.
- b) The Civic Officer asked Councillors to keep sharing social media activity to help reach a wider audience and information about the Civic Award Process would be shared soon.

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____





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

STRATEGY WORKING PARTY
NOTES OF THE MEETING
Wednesday 20th September Via MS Teams

Present: Cllrs A Croy, A Domingue, M Gee, A Jones and I Shepherd-Dubey.

In attendance: Town Clerk

In the absence of Cllr Gurney, the meeting was Chaired by Cllr Croy.

1. Apologies for absence

Apologies for absence were received from Cllr Timlin

2. Notes of the previous meeting:

The notes of the previous meeting held on 26th July were received and accepted.

3. WTC Strategic Plan 2023 - 2027

- The Town Clerk gave a brief description of the proposal and asked for feedback on the short descriptive text under each item. Members also discussed a mission statement to accompany the principles and descriptive text.
- Following discussion the below was agreed, to be recommended to full council:

Mission statement:

Wokingham Town Council embraces our past, celebrates our present and builds for our future.

Principles:

Being sustainable

Working to reduce our negative impact on our local environment and use our financial resources and physical assets as efficiently and effectively as possible.

Involving everyone

Striving to ensure the council's events, activities and democratic processes are open, accessible and welcoming to everyone in our community.

Fostering Town Pride

Protecting, enhancing and celebrating what's good about our council, our community, our town and our heritage. We will learn from our past, acknowledge where there's room for improvement, and prepare for the future.

Enriching community

Creating and supporting opportunities to bring our community together and help it to thrive.

4 Councillor Remuneration

The Town Clerk gave a verbal report on the findings of the Independent Remuneration Panel (IRP) called by Wokingham Borough Council to consider member remuneration for town and parish councils.

The Town Clerk reported on guidance sought from the Hampshire Association of Local Councils (HALC) regarding the recommendations of the panel, which were confirmed to be guidance only.

Members noted that:

- The IRP recommended level was up to £400 for the basic allowance, and up to a further £1,200, which could be paid in addition to the basic allowance, for the council Chair, or in the town's case, the Town Mayor. These sums would need to be budgeted for in the town council's normal annual budgeting process.
- The Town Clerk reported that:
 - The Town Council currently pays a Mayoral allowance in excess of this, under powers granted in the Local Government Act 1972 (s.15(5)) which is in excess of the IRP recommended level. It was noted that, following legal advice, the town council is acting within the law to set the allowance for the Town Mayor at a rate that it sees fit. In reviewing the IRP recommendations, the town council should be mindful of the IRP recommendation, but is not obliged to follow it.
 - Any recommendation from this working party would go to the Finance and Personnel Committee for further consideration, for the 2024-25 budget.
 - Any allowance agreed would be paid through payroll, and would be subject to tax and deductions at the members usual rate and could affect any benefit payments.
 - Members could opt to decline the allowance, but it was confirmed that were a member's circumstances to change, such a decision could be reversed and the allowance could be paid going forward.
 - Sums could be paid in a single or multiple instalments, but the Town Clerk reminded members that multiple instalments would lead to higher costs and additional administration.
 - Under the regulations, sums paid in advance would be refundable, pro-rata, by any member in receipt of the allowance, who left office mid-term.
 - The regulations did not allow the town council to dictate the use of the allowance for members, and neither could the council oblige members to report what any claimed allowance had been used for.

It was noted the Town Council is prohibited from paying care allowances to members to facilitate their attendance at meetings.

Some members felt strongly that introducing a member allowance could remove the barrier that caring costs presents to some members of our community standing for election to the town council. It was noted that the IRP recommended level would cover approximately 30-40 hours care at the current minimum wage level (£10.42 per hour) but that the time requirement for a member sitting on two committees, plus full council and including travel time, was likely to be around 50 hours per year.

Members noted that the allowance could remove the barrier that access to technology presents to some members of our community standing for election to the town council.

Members noted that remuneration for councillors would need to be funded by the council itself, and in the current situation with a cost of living crisis and high inflation, proposals to pay councillors an allowance may not be well received by residents and had the potential to cause reputational damage to the council.

Following discussion, it was recommended by a majority of the members present at the meeting, that a recommendation go to F&P Committee to consider the introduction of a member allowance, at the IRP recommended level of £400 for the basic allowance, to be paid in quarterly instalments.

5 Charging Policy

Following discussion, it was agreed that the working party would make a recommendation to the F&P committee to adopt a charging policy for the use of the council's outside spaces, based on the working party's review of section 2.8 of the Clerk's report 22/2023

6 WTC bin and grass cutting consultation

Following discussion, the working party recommended the following be included in the town council's response to the WBC bin and grass cutting consultation:

- Comments previously received from members regarding bins in their ward areas proposed for removal. The Clerk reported that some points of clarification have been requested from Richard Bisset, head of the Cleaner and Greener Team at WBC, regarding the selection of some of the bins, which appear to be for reasons of convenience rather than usage. A response from Mr Bisset is yet to be received.
- Members objected to reductions in the cleaning around glass recycling areas. It was noted that these are often in busy urban areas and broken glass represents a hazard to residents and wildlife.
- Members strongly objected to reductions in cleaning of pavements, as it was identified that pavements covered in leaves can become very slippery in wet and cold weather, and older residents in particular are often put off from going out for this reason.
- Members were in general agreement regarding grass being left to grow longer in some park areas, but noted that better communication was required so that residents were aware of the reasons.

The Town Clerk will liaise with other town and parish councils regarding a proposal to collectively take over the running cost of the 150 bins proposed

for removal. The Clerk reminded members that there may be concerns over double taxation.

The Town Clerk noted that some parishes had asked whether bins being removed could be made available to the town and parishes, so they could be utilised elsewhere, at town and parish council's expense, if required.

7 Matthews Green Community Centre

Members agreed to an extra Strategy Working Party meeting to discuss the town council taking on the running of the Matthews Green Community Centre. The Town Clerk will circulate possible meeting dates to members.

8 AOB

Cllr Gee reported that she had spoken with Clive Jones, Executive Member for Business and Economic Development at WBC, regarding a proposal to develop a town centre strategy for Wokingham. Cllr Gee asked that the town council be involved in this, and it was noted that WBC Officers will liaise with the Town Clerk. Cllr Croy expressed an interest in being involved in this.

Members thanked Cllr Croy for stepping in at short notice to chair the meeting.

9 Future meetings

Dates of future meetings were confirmed as:

- Meeting to discuss Matthews Green Community Centre (Date TBC)
- 29 November 2023

The meeting closed at 9.47pm

Actions:

Agenda item	Action	By whom
4	Put recommendation on Member Allowances on the agenda for the November F&P meeting.	Town Clerk
5	Put recommendation on charging policy to the F&P committee on 26 September 2023	Town Clerk / Cllr Gee
6	Summarise feedback to WBC consultation and circulate a copy to members prior to submission, asking for any further comments/feedback before the end of September.	Town Clerk
7	Circulate dates for a meeting to discuss the Matthew Green Community Centre	Town Clerk



Wokingham Town Council

Vision 2023 to 2027

Mission statement:

Wokingham Town Council embraces our past, celebrates our present and builds for our future.

Principles:

Being sustainable

Working to reduce our negative impact on our local environment and use our financial resources and physical assets as efficiently and effectively as possible.

Involving everyone

Striving to ensure the council's events, activities and democratic processes are open, accessible and welcoming to everyone in our community.

Fostering Town Pride

Protecting, enhancing and celebrating what's good about our council, our community, our town and our heritage. We will learn from our past, acknowledge where there's room for improvement, and prepare for the future.

Enriching community

Creating and supporting opportunities to bring our community together and help it to thrive.

The following items were thoughts or suggestions on what is important to residents and what is important to councillors.

Following an initial thought gathering process, they were voted for or against by Strategy Working Party members.

They have been included to act as ideas for the committees to consider how the council's vision might look to be embedded into the work of the committees.

Fostering Town Pride

1	Lobby the borough council for a better Wokingham	+
2	The Council should ensure we maintain and promote things about Wokingham of which we are proud	+
3	Make sure we celebrate or make reconciliation for Wokingham's rich history	
4	Letting people know what we do	+
5	Acknowledge there's room for improvement	
6	Love Wokingham (Marketing)	
7	Make sure we look after the town and its services, that things "run well"	+
8	Be unique – different to Reading and Bracknell	

Being Sustainable

1	Thinking about the future as well as the present	+
2	Council should make sure we're accountable to the residents – data, impact, outcome and experience	+
3	Offering value for money	+
4	Engage with local organisations and charities	
5	Could take on some other town parks from Wokingham (Borough Council)	+
6	Use residents' money effectively and efficiently	+
7	Take on local bins from WBC	* *
8	Taxes being kept at an affordable rate	+

Involving everyone

1	Our residents being more involved via questionnaires	+
2	Local business awards	
3	Public toilets	
4	Have a variety of events and activities that are open to all	+++
5	Involve other marginal communities	++
6	Make sure we are welcoming to everyone, no matter our background or views	+++
7	Particularly Youth, Elderly, Lonely, Marginalised	
8	Care about them no matter who they are	+
9	Youth engagement	+
10	Bus services	* *

Enriching Community

1	Support / encourage local people and organisations to start local events	++
2	Act together for their good	

3	PCSO funding	*
4	Leverage our assets	
5	Local stories – museum of the community	
6	Free use of one asset to grant recipients	
7	Living benches	
8	Residents want to feel safe	+
9	Councillor mentor / buddying system	
10	Support those who support others	+
11	Real sense of community	++
12	To reach out to our residents	
13	Safe and welcoming to visitors	+
14	Events in other areas (e.g. one per ward)	++

26th September 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 9.32 pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi (Vice Chair), B Callender, M Lucey, T Lack, A Mather and H Richards, S Gurney (ex-officio).

IN ATTENDANCE

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Councillors R Comber and I Shepherd-Dubey.

MEMBERS' INTERESTS (Agenda Item 2)

None

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

No questions were received.

MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING (Agenda Item 4)

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

**RESOLVED
30713**

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 19th July 2023 pages 16793 to 16801 and the minutes of the proceedings of the extraordinary meeting of the Finance & Personnel Committee held on 3rd August 2023 pages 16807 to 16808, be received as true and correct records and that they be signed by the Chair.

A vote was taken and five members voted in favour. One member abstained from voting.

AUDIT – INTERIM INTERNAL AUDIT AND CONCLUSION OF EXTERNAL AUDIT (AGAR) TO MARCH 2023 (Agenda Item 5)

Members received and noted the Interim Internal Audit report, dated 4th September 2023.

Members noted the completed AGAR and the comment from the external auditors. The Town Clerk noted that the wording of the question in relation to trust expenditure had been ambiguous, which had led to the RFO selecting the incorrect response. The Town Clerk reported that feedback to the External Auditor would be given regarding this, by our Internal Auditor.

CHAIR INITIALS _____



HIRE CHARGES (Agenda Item 6)

Members reviewed the Town Clerk's report 22/2023.

Members discussed the impact of inflation on running costs for the hall. During discussions, it was requested that a full benchmarking of hall hire rates be carried out ahead of the next review in the autumn of 2024.

The Town Clerk was recommended to check with the council's legal support regarding whether a nominal charge should be made for the use of the council's outside space, in order to ensure that any usage contract was valid.

Cllr Lucey offered to forward a sample outside space agreement used in schools.

Members discussed whether an update to the booking system, or a widget on the website could be considered to show booking availability.

Following discussion, it was proposed by Cllr M Gee, seconded by Cllr H Richards and members

**RESOLVED
30714**

to approve the Town Clerk's recommendations in report 22/2023 for changes to hire fees, wedding fees, allotment rents, market tolls and the introduction of a user agreement for the use of the council's outside spaces.

AMENITIES COMMITTEE IN-YEAR FUNDING REQUEST FOR LESLIE SEARS PLAY AREA RESURFACING (Agenda Item 7)

Cllr Lack reported on a request from the Amenities Committee for permission to release up to £35,000 in additional funding from the Play Park Reserve Fund to cover the additional cost of a comprehensive replacement of the surfacing at Leslie Sears Playing Field.

Cllr Lack explained that the surface was degrading, and on investigation, it was identified that the surface had been installed straight onto mud/grass without a sub base, so additional funding was required to dig out the surface and install a proper base under new surfacing.

It was proposed by Cllr Lack, seconded by Cllr Callender and members

**RESOLVED
30715**

to approve the request for the release of funding for the Leslie Sears Play Area resurfacing project.

ACCOUNTS PAYABLE (Agenda Item 8)

**RESOLVED
30716**

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 July 2023 to 31st August 2023 totalling the sum of £642,663.07 paid from the F & GP Account, this includes £86,000 in transfers to the Clerk's A/C and £350,000 transferred to the CCLA.

CHAIR INITIALS _____



- (b) the list of costs from 1st July 2023 to 31st August 2023 totalling the sum of £91,201.59 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 9)

The following financial reports were received and noted

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

The Town Clerk was asked to confirm where the funds invested in the CCLA cash fund would show on the balance sheet.

BUDGET REQUESTS (Agenda Item 10)

Following initial discussion, this item was deferred to the next meeting to allow for reports and costings to be circulated to members

GRANTS (Agenda Item 11)

The Town Clerk reported that the grants application process had closed and 35 grant applications had been received. All applications had been shared amongst members, and members were requested to review their allocation and come to the grants review meeting prepared to give a summary report on each of their grant requests. The review meeting will be held in the Council Chamber on 24th October. The Town Clerk will arrange for a screen so that application details can be reviewed at the meeting if required.

COMMITTEE INFORMATION (Agenda Item 11)

- (a) no information was raised by members
- (b) no items were identified for marketing purposes.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 13)

It was proposed by Cllr M Gee, seconded by Cllr H Richards and it was

**RESOLVED
30717**

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.

STAFF PERFORMANCE RELATED PAY AWARDS (Agenda Item 14)

Following discussion, it was proposed by Cllr M Gee, seconded by Cllr B Callendar and members

**RESOLVED
30718**

To approve the recommendations in the Town Clerk's report 23/2023, subject to any adjustments necessary following the annual appraisal of the Town Clerk to be carried out by the Mayor and Leader of the Council.

CHAIR INITIALS _____



TIMPSON LEASE (Agenda Item 15)

Members reviewed and considered the Town Clerk's report 25/2023 regarding the inclusion of an additional clause into the lease. Following extensive discussion, it was proposed by Cllr M Gee, seconded by Cllr A Mather and members

**RESOLVED
30719**

to delegate a final decision on the lease request to the Town Clerk and Councillors B Alvi or M Gee (As Vice Chair and Chair of the F&P Committee) and S Gurney, in order that further legal advice can be sought, a decision can be made to allow the lease to be renewed ahead of the expiry in mid-November.

RFO RECRUITMENT (Agenda Item 16)

Cllr M Gee gave a brief summary of the Town Clerk's report 26/2023, regarding a request to recruit a Finance Manager / RFO.

**RESOLVED
30720**

It was proposed by Cllr M Gee, seconded by Cllr M Lucey and members

That:

- the recruitment working party would remain as previous, consisting of Cllrs B Alvi, R Comber, M Gee and S Gurney.
- the locations for advertising would be the same as previous, and the Town Clerk confirmed that it was now possible to advertise a third-party role on the borough council's website, following their website update.
- the Town Clerk would update the job description and information and circulate draft copies to the recruitment working party to finalise. The working party would review and agree the salary to be advertised and recruitment timeframes.

Cllr Mather left the meeting at 9.23pm

STAFFING UPDATE (Agenda Item 17)

The Town Clerk gave a verbal update on staffing matters.

The meeting ended at 9.32pm

CHAIR INITIALS _____



Date: 15/09/2023

Wokingham Town Council

Page 1

Time: 14:50

F & P and Current Accounts

List of Payments made between 01/07/2023 and 31/08/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2023	SAGE	Std Ord	63.00		Payroll
01/07/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
03/07/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/07/2023	O2	DDR 050723	320.88		21499564/O2
07/07/2023	allotment payment	BACS	9.12		allotment payment
07/07/2023	allotment	BACS	-9.12		allotment
07/07/2023	Google Ireland Limited	DDR 070723	41.40		4756777159/Google Ireland Limi
11/07/2023	BACS P/L Pymnt Page 4772	BACS Pymnt	6,081.50		BACS P/L Pymnt Page 4772
11/07/2023	Clerk's Drawings Account	IMPREST	41,000.00		tx Main to Clerks
17/07/2023	Castle Water Limited	DDR 1707	47.25		9206815/Castle Water Limited
17/07/2023	Castle Water Limited	DDR 170723	32.73		9211271/Castle Water Limited
18/07/2023	BACS P/L Pymnt Page 4781	BACS Pymnt	18,188.59		BACS P/L Pymnt Page 4781
18/07/2023	BACS P/L Pymnt Page 4785	BACS Pymnt	-140.00		BACS P/L Pymnt Page 4785
18/07/2023	Barclaycard Commercial	DDR 180723	6,367.66		1442708/Barclaycard Commercial
18/07/2023	Barclaycard Commercial	DDR 180723	88.95		FINE 200623/Barclaycard Commer
21/07/2023	Total Gas & Power Ltd	DDR 2107	248.67		305314070/23/GAS TH/Total Gas
21/07/2023	Total Gas & Power Ltd	DDR 210723	5.84		305314069/23/GAS WH/Total Gas
25/07/2023	BACS P/L Pymnt Page 4790	BACS Pymnt	33,012.25		BACS P/L Pymnt Page 4790
26/07/2023	ARVAL	DD	599.24		HK72 FNE WO7317
26/07/2023	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
27/07/2023	HMRC	DD	42,041.29		HMRC
27/07/2023	HMRC	DD	-42,041.29		HMRC
27/07/2023	HMRC	DD	9,029.04		HMRC
31/07/2023	Focus Group	DDR 3107	821.48		6817931/Focus Group
31/07/2023	Focus Group	DDR 310723	122.15		6817738/Focus Group
31/07/2023	Hiscock	Std Ord	2,539.45		WTC insurance payment
31/07/2023	Barclaycard Commercial	DDR 1007	69.00		010034750623/Barclaycard Com
01/08/2023	SAGE	Std Ord	63.00		Payroll
01/08/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
02/08/2023	BACS P/L Pymnt Page 4801	BACS Pymnt	18,966.78		BACS P/L Pymnt Page 4801
02/08/2023	BACS P/L Pymnt Page 4802	BACS Pymnt	1,080.00		BACS P/L Pymnt Page 4802
03/08/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
04/08/2023	O2	DDR 0408	315.35		22121148/O2
07/08/2023	Google Ireland Limited	DDR 0708	41.40		4772826528/Google Ireland Limi
08/08/2023	BACS P/L Pymnt Page 4804	BACS Pymnt	2,090.70		BACS P/L Pymnt Page 4804
08/08/2023	BACS P/L Pymnt Page 4806	BACS Pymnt	29,697.84		BACS P/L Pymnt Page 4806
09/08/2023	Clerk's Drawings Account	IMPREST	45,000.00		Transfer to Clerks
10/08/2023	BACS P/L Pymnt Page 4807	BACS Pymnt	4,857.86		BACS P/L Pymnt Page 4807
10/08/2023	Barclaycard Commercial	DDR 1008	69.00		200419814/Barclaycard Commerci
16/08/2023	Castle Water Limited	DDR 1608	33.26		10000097625/Castle Water Limit
16/08/2023	Castle Water Limited	DDR 160823	56.14		10000094935/Castle Water Limit
17/08/2023	Barclaycard Commercial	DDR 170823	3,607.19		7981918/Barclaycard Commercial
17/08/2023	Barclaycard Commercial	DDR 170823	578.93		CR HELLOPRINT/Barclaycard Co
21/08/2023	Total Gas & Power Ltd	DDR 2108	337.50		308617127/23/GAS TH/Total Gas
22/08/2023	BACS P/L Pymnt Page 4811	BACS Pymnt	15,178.80		BACS P/L Pymnt Page 4811
23/08/2023	Total Gas & Power Ltd	DDR 230823	5,085.24		308786945/23/Total Gas & Power
23/08/2023	Total Gas & Power Ltd	DDR 2308	31.16		308786923/23/Total Gas & Power
26/08/2023	ARVAL	DD	599.24		HK72 FNE WO7317
29/08/2023	BACS P/L Pymnt Page 4820	BACS Pymnt	9,265.58		BACS P/L Pymnt Page 4820
31/08/2023	Hiscock	Std Ord	2,317.12		WTC insurance payment

CHAIR INITIALS _____

Finance & Personnel Meeting 26/09/2023

16832



31/08/2023	BACS P/L Pymnt Page 4825	BACS Pymnt	17,568.16	BACS P/L Pymnt Page 4825
31/08/2023	Focus Group	DDR 300823	943.45	6818864/Focus Group
31/08/2023	Twofold Limited	DDR 3108	71.96	15301/Twofold Limited
31/08/2023	HMRC	DDR	9,895.32	HMRC
31/08/2023	CCLA	BACS	350,000.00	CCLA
31/08/2023	HISCOCK	DD	0.09	HISCOCK

Total Payments 642,663.07

Date:15/09/2023

Wokingham Town Council

Page 1

Time: 14:50

Clerk's Drawings Account

List of Payments made between 01/07/2023 and 31/08/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/07/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/07/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/07/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/07/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
03/07/2023	Peninsula	Std Ord	167.44		HR support
11/07/2023	BACS P/L Pymnt Page 4773	BACS Pymnt	3,445.27		BACS P/L Pymnt Page 4773
11/07/2023	BACS P/L Pymnt Page 4776	BACS Pymnt	-103.80		BACS P/L Pymnt Page 4776
11/07/2023	110723 DD ref reimb	BACS	512.98		110723 DD ref reimb
11/07/2023	BACS P/L Pymnt Page 4777	BACS Pymnt	-0.02		BACS P/L Pymnt Page 4777
17/07/2023	Castle Water Limited	DDR 1707	416.70		9207916/Castle Water Limited
18/07/2023	BACS P/L Pymnt Page 4783	BACS Pymnt	3,608.43		BACS P/L Pymnt Page 4783
21/07/2023	July Salary	BACS	27,901.05		July Salary
24/07/2023	Petty Cash	petty cash	145.54		chq to top up petty cash
25/07/2023	BACS P/L Pymnt Page 4789	BACS Pymnt	1,539.60		BACS P/L Pymnt Page 4789
26/07/2023	DD STAFF	BACS	697.36		DD STAFF
26/07/2023	BACS P/L Pymnt Page 4792	BACS Pymnt	1,077.60		BACS P/L Pymnt Page 4792
28/07/2023	260723 DD DDR	BACS	100.00		260723 DD DDR
31/07/2023	BACS P/L Pymnt Page 4796	BACS Pymnt	0.02		BACS P/L Pymnt Page 4796
01/08/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/08/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/08/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/08/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/08/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/08/2023	BACS P/L Pymnt Page 4799	BACS Pymnt	4,450.80		BACS P/L Pymnt Page 4799
02/08/2023	BACS P/L Pymnt Page 4803	BACS Pymnt	343.89		BACS P/L Pymnt Page 4803
02/08/2023	DD GRANT	BACS	549.99		DD GRANT
03/08/2023	Peninsula	Std Ord	167.44		HR support
08/08/2023	DD STAFF	BACS	142.35		DD STAFF
10/08/2023	BACS P/L Pymnt Page 4808	BACS Pymnt	301.22		BACS P/L Pymnt Page 4808
10/08/2023	100823 MAYOR1	BACS	875.00		100823 MAYOR1
15/08/2023	Castle Water Limited	DDR 1508	3.03		10000081818/Castle Water Limit
15/08/2023	Salary	302697	30,103.90		Salary
16/08/2023	Hirers	BACS	200.00		Damage deposit refund
16/08/2023	Castle Water Limited	DDR 1608	290.73		10000096996/Castle Water Limit
22/08/2023	BACS P/L Pymnt Page 4812	BACS Pymnt	1,512.00		BACS P/L Pymnt Page 4812
29/08/2023	BACS P/L Pymnt Page 4817	BACS Pymnt	7,462.91		BACS P/L Pymnt Page 4817
29/08/2023	staff DD	BACS	374.32		staff DD
31/08/2023	BACS P/L Pymnt Page 4823	BACS Pymnt	1,925.84		BACS P/L Pymnt Page 4823
Total Payments			91,201.59		

CHAIR INITIALS _____

Finance & Personnel Meeting 26/09/2023

16833



08/09/2023

Wokingham Town Council

Page 1

08:58

Summary Income & Expenditure by Budget Heading 08/09/2023

Month No: 6

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	Amenities						
	Income	0	0	30	30		
	Expenditure	58,855	23,560	87,500	63,940	35,965	27,975
	Net Income over Expenditure	(58,855)	(23,560)	(87,470)	(63,910)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(23,560)				
102	Market						
	Income	41,860	21,397	41,700	20,304		
	Expenditure	12,902	3,949	13,110	9,161	240	8,921
	Movement to/(from) Gen Reserve						
		28,958	17,447				
103	Parks & Bloom						
	Income	13,835	1,323	5,650	4,327		
	Expenditure	146,772	81,111	168,700	87,589	51,074	36,515
	Net Income over Expenditure	(132,937)	(79,787)	(163,050)	(83,263)		
	plus Transfer from EMR	0	15,642				
	Movement to/(from) Gen Reserve	(132,937)	(64,145)				
104	Woosehill						
	Income	26,011	10,690	36,410	25,720		
	Expenditure	28,177	13,215	28,300	15,085	7,487	7,599
	Movement to/(from) Gen Reserve						
		(2,166)	(2,525)				
106	Town Hall						
	Income	128,646	71,895	140,360	68,465		
	Expenditure	92,967	40,549	109,960	69,411	29,007	40,404
	Net Income over Expenditure	35,679	31,346	30,400	(946)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	31,346				
109	Allotments						
	Income	64,502	10,205	13,400	3,195		
	Expenditure	57,592	45,197	10,780	(34,417)	12,309	(46,726)
	Movement to/(from) Gen Reserve						
		6,910	(34,993)				
120	Amenities Capital						
	Expenditure	41,951	26,764	55,900	29,136		29,136
	plus Transfer from EMR	11,000	26,764				
	Movement to/(from) Gen Reserve	(30,951)	0				
201	Personnel						
	Expenditure	598,626	249,889	577,170	327,281	5,103	322,178
301	F & P Administration						
	Income	1,428,940	669,281	1,327,020	657,739		
	Expenditure	121,865	53,591	297,160	243,569	21,576	221,993
	Net Income over Expenditure	1,307,075	615,690	1,029,860	414,170		
	plus Transfer from EMR	4,000	0				

CHAIR INITIALS _____

Finance & Personnel Meeting 26/09/2023

16834



	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	917,083	615,690				
302 Civic	Expenditure	26,071	13,663	41,300	27,637	3,167	24,470
303 Grants	Income	0	2,000	0	(2,000)		
	Expenditure	100,669	88,239	102,520	14,281		14,281
	Movement to/(from) Gen Reserve	(100,669)	(86,239)				
304 Arts & Culture	Income	3,209	2,320	4,800	2,480		
	Expenditure	86,277	107,602	103,650	(3,952)	57,953	(61,905)
	Movement to/(from) Gen Reserve	(83,068)	(105,282)				
401 Highways and Planning	Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	791	5,340	4,549	625	3,924
	Movement to/(from) Gen Reserve	(1,977)	4,409				
Grand Totals:- Income		1,711,804	794,310	1,572,310	778,000		
Expenditure		1,379,503	748,119	1,601,390	853,271	224,506	628,765
Net Income over Expenditure		332,301	46,191	(29,080)	(75,271)		
plus Transfer from EMR		15,000	42,406				
less Transfer to EMR		393,992	0				
Movement to/(from) Gen Reserve		(46,691)	88,597				

CHAIR INITIALS _____



08/09/2023	Wokingham Town Council	Page 1
09:05	Detailed Balance Sheet - Excluding Stock Movement	
	Month 5 Date 31/08/2023	

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Debtors	35,192
105	VAT Control Account	11,536
201	F & GP + Current Account	564,382
202	Clerk's Draw ings Account	47,285
209	RYND	18,041
210	Petty Cash	212
211	Office 2 (Michael Cragg)	811
212	CCLA Public Sector deposit fun	350,000
Total Current Assets		1,027,460
<u>Current Liabilities</u>		
501	Creditors	4,986
502	Receipts in Advance	6,657
504	RYND Creditor	18,041
508	Office 2 Michael Cragg	811
510	Accruals	698
515	PAYE/NI Control A/C	(38)
561	Hire Deposits Tow n Hall	3,100
562	Hire Deposits Woosehill	1,600
564	Long Term Key & Damage Deposit	2,725
565	Allotment key deposit	380
599	Suspense Account	70
Total Current Liabilities		39,031
Net Current Assets		988,429
Total Assets less Current Liabilities		988,429
<u>Represented by:-</u>		
301	Current Year Surplus/Deficit	50,484
310	General Reserve	239,982
320	Self Insurance Fund	1,481
321	Emergency Provision	175,000
324	Election Reserve	25,500
360	Playpark Earmark Reserve	474,232
370	Tow n Hall Maintenance Reserve	21,750
Total Equity		988,429

NB: The balance sheet does not show investments other than those in interest bearing savings accounts. The council's CCLA LAPF investments are identified as long-term investments for town and parish councils and appear on the Fixed Asset Register.

As at 6th September, the mid market valuation of the council's CCLA LAPF investment was £188,901. The bid value was £185,971. Half of the investment has been placed on notice for sale (six months' notice from 22 August 2021) There were no long-term liabilities as at 31st August 2023

CHAIR INITIALS _____

Finance & Personnel Meeting 26/09/2023

16836



19th July 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 10.25pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi (Vice Chair), R Comber, M Lucey, T Lack, A Mather, H Richards and I Shepherd-Dubey, S Gurney (ex-officio).

IN ATTENDANCE

Town Clerk: Katy Hughes

RFO: Nicky Harmsworth

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr B Callender

MEMBERS' INTERESTS (Agenda Item 2)

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

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

No questions were received.

MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING (Agenda Item 4)

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

**RESOLVED
30678**

that the Minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 13th June 2023 pages 16766 to 16775 be received as a true and correct record and that they be signed by the Chair.

A vote was taken and this was unanimous.

GRANTS POLICY (Agenda Item 5)

The Town Clerk gave an overview of her report 20/2023 and the Mayor gave some background into the grants policy as she sat on the grants working party when it was last renewed. The Town Clerk advised that the strategy working party would be reviewing the vision later this month for final approval at Full Council and any changes would be updated in the policy.

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

CHAIR INITIALS _____



**RESOLVED
30679**

that the grants program be opened on 31st July 2023 using the existing grant application, asking applicants to detail how their funding supports the current vision and that the budget be set at a maximum of £111,820.

The Town Clerk then gave an overview on the information shown in her report 19/2023 on developing a small grants program from the councils existing grants budget ready for the 2024 financial year.

It was proposed by Cllr B Alvi and seconded by Cllr R Comber and it was

**RESOLVED
30680**

that the Town Clerk meet with representatives from Wokingham United Charities and Berkshire Community Foundation to identify the most appropriate threshold for small grant applications and use that information to draft a small grants policy that covers when and how this grant program would be used.

INSURANCE (Agenda Item 6)

It was noted that the Annual Insurance review has taken place with Kevin Millard, WTCs contact at Gallagher insurance and we remain in a fixed term deal.

INVESTMENT UPDATE (Agenda Item 7)

Prior to this meeting a presentation had been given by CCLA on the Local Authorities Property fund and Councillors discussed at length the information given at that presentation and options shown in the RFO report for investing money in other places.

It was proposed by Cllr M Gee and seconded by Cllr H Richards and it was

**RESOLVED
30681**

that £350k be invested in The CCLA Public Sector Deposit Fund.

A vote was taken and this was unanimous.

Councillors were concerned about the liquidity of the CCLA Local Authority Property Fund and discussions were held around why holding money when inflation is high. Earmark reserves were available to cover planned future expenditure. The risk of this type of fund was discussed at great length.

It was proposed by Cllr M Gee and seconded by Cllr M Lucey and it was

**RESOLVED
30682**

that notice be given to sell half of the units currently held in CCLA Local Authority Property Fund noting that the market value of those units would not be known until 180 days. Cllrs requested that further discussions are held in January 2024 as to whether the rest of the units remain in this fund.

A vote was taken with 7 councillors in favour and 1 councillor abstaining.

CHAIR INITIALS _____



ARTS & CULTURE ADDITIONAL FUNDING FOR 2024/25 (Agenda Item 8)

The Mayor gave an overview on the recommendation from the Arts & Culture Committee held on 17th July 2023 noting that this fell outside of the normal budget setting cycle for contract purposes.

It was proposed by Cllr A Mather and seconded by Cllr T Lack and it was

**RESOLVED
30683**

that a 15% increase (£2,100) be included for the overall Fun Day budget for the 2024 event and also to agree an additional £1,400 for an alternative or expansion to an existing ride to facilitate additional capacity, and ;
to extend Yes Events contract and approve an increase to the Concert budget of £7,245.

The RFO noted that the final decision for budget setting would be taken by Full Council in January 2024.

A vote was taken and this was unanimous.

ACCOUNTS PAYABLE (Agenda Item 9)

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 June 2023 to 30th June 2023 totalling the sum of £213,766.25 paid from the F & GP Account, this includes £50,000, transfers to the Clerk's A/C and
- (b) the list of costs from 1st June 2023 to 30th June 2023 totalling the sum of £47,705.74 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 10)

The following financial reports were received and noted

- (a) Income and Expenditure to 30th June 2023.
- (b) Balance Sheet as 30th June 2023.
- (c) Revenue monitoring report to 30th June 2023.

The RFO was thanked for including the year end forecast position on the Revenue monitoring.

COMMITTEE INFORMATION (Agenda Item 11)

- (a) no information was raised by members
- (b) The grants process to be publicised.

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 12)

It was proposed by Cllr M Gee and seconded by Cllr T lack and it was

CHAIR INITIALS _____



**RESOLVED
30684**

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.

GRANT FUNDING (Agenda Item 13)

The request for an alternative use of the Woosehill and Emmbrook Speedwatch grant funding was received and considered.

It was proposed by Cllr T Lack and seconded by Cllr H Richards and it was

**RESOLVED
30685**

that the alternative use of £349.99 be approved.

A vote was taken, 3 councillor's were against.

TOWN HALL TENANT OVERVIEW (Agenda Item 14)

The Town Clerk gave a verbal report on a telephone conversation with Rob Taylor from Timpson. They are requesting a 5 year fixed rent lease with a break clause at 3 year.

The Committee were comfortable that the Town Clerk continue the negotiations on this basis.

The RFO left the meeting at 9.40pm

STAFFING UPDATE (Agenda Item 15)

The Town Clerk gave a verbal report on report TC-17/2023. Following extensive discussions, members indicated an acceptable range for the Town Clerk to develop PRP proposals, to be brought to the next meeting.

**RESOLVED
30686**

It was proposed by Cllr Gee and seconded by Cllr Richards and members

that the meeting continue beyond 10pm

Cllr Shepherd-Dubey left the meeting at 10pm

Cllr Mather left the meeting at 10pm

**RESOLVED
30687**

The Town Clerk gave a summary of report TC-18/2023. Following discussion, it was proposed by Cllr Gee, seconded by Cllr Lack and

that a bonus sum amounting to £250 after taxes and deductions are made, be paid.

The Town Clerk reported the resignation of the RFO and noted that an extraordinary meeting will be called to review and resolve plans to recruit a new RFO.

CHAIR INITIALS _____



The Town Clerk reported that, due to new car park charges after 6pm in local car parks, staff attending evening council meetings will be able to have evening parking costs reimbursed.

The meeting ended at 10.25pm

Date:11/07/2023

Wokingham Town Council

Page 1

Time: 12:00

F & P and Current Accounts

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2023	SAGE	Std Ord	63.00		Payroll
01/06/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
03/06/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
06/06/2023	BACS P/L Pymnt Page 4743	BACS Pymnt	2,970.00		BACS P/L Pymnt Page 4743
06/06/2023	O2	DDR 060623	320.96		20939573/MAY/O2
07/06/2023	Google Ireland Limited	DDR 070623	41.40		4730942297/Google Ireland Limi
08/06/2023	Hiscock	direct deb	2,539.45		Hiscock WTC insurance
09/06/2023	BACS P/L Pymnt Page 4747	BACS Pymnt	37,681.04		BACS P/L Pymnt Page 4747
09/06/2023	BACS P/L Pymnt Page 4748	BACS Pymnt	2,599.20		BACS P/L Pymnt Page 4748
09/06/2023	Clerk's Drawings Account	IMPREST	50,000.00		Transfer to Clerks
12/06/2023	Barclaycard Commercial	DDR 120623	44.00		010034750523/Barclaycard Com
13/06/2023	HMRC	DDR	8,975.62		HMRC
16/06/2023	Castle Water Limited	DDR 160623	50.44		9092867/Castle Water Limited
19/06/2023	Castle Water Limited	DDR 190623	36.05		9127888/Castle Water Limited
19/06/2023	Barclaycard Commercial	DDR 1906	-99.98		Purchase Ledger DDR Payment
19/06/2023	Barclaycard Commercial	DDR 190623	10.50		Purchase Ledger DDR Payment
19/06/2023	Barclaycard Commercial	DDR 1906	3,749.08		CAFFE NERO 1305/Barclaycard C
21/06/2023	BACS P/L Pymnt Page 4749	BACS Pymnt	17,624.69		BACS P/L Pymnt Page 4749
23/06/2023	BACS P/L Pymnt Page 4754	BACS Pymnt	6,166.00		BACS P/L Pymnt Page 4754
26/06/2023	ARVAL	DD	599.24		HK72 FNE WO7317
27/06/2023	Total Gas & Power Ltd	DDR 2706	503.23		302959827/23/Total Gas & Power
27/06/2023	Total Gas & Power Ltd	DDR 270623	32.39		302959816/23/GAS WH/Total Gas
28/06/2023	Focus Group	DDR 2806	821.42		6816987/Focus Group
28/06/2023	Focus Group	DDR 280623	122.15		6816793/Focus Group
29/06/2023	HMRC	DDR	9,967.63		HMRC
30/06/2023	BACS P/L Pymnt Page 4759	BACS Pymnt	2,060.10		BACS P/L Pymnt Page 4759
30/06/2023	BACS P/L Pymnt Page 4762	BACS Pymnt	59,518.27		BACS P/L Pymnt Page 4762
30/06/2023	BACS P/L Pymnt Page 4764	BACS Pymnt	4,462.19		BACS P/L Pymnt Page 4764
30/06/2023	Barclaycard Commercial	DDR 010523	-44.62		Purchase Ledger DDR Payment
Total Payments			213,766.25		

CHAIR INITIALS _____

Finance & Personnel Meeting 19/07/2023

16797



Date:11/07/2023

Wokingham Town Council

Page 1

Time: 12:02

Clerk's Drawings Account**List of Payments made between 01/06/2023 and 30/06/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/06/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/06/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/06/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/06/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/06/2023	MAYOR STAFF	BACS	1,154.76		MAYOR STAFF
03/06/2023	Peninsula	Std Ord	167.44		HR support
06/06/2023	BACS P/L Pymnt Page 4742	BACS Pymnt	1,872.13		BACS P/L Pymnt Page 4742
06/06/2023	060623 ALLOTMENT	BACS	10.00		060623 ALLOTMENT
08/06/2023	Castle Water Limited	DDR 080623	142.63		9037094/Castle Water Limited
09/06/2023	BACS P/L Pymnt Page 4744	BACS Pymnt	5,306.40		BACS P/L Pymnt Page 4744
09/06/2023	DD WBC staff	BACS	698.81		DD WBC staff
13/06/2023	DAMAGEDEP130623	BACS	200.00		DAMAGEDEP130623
15/06/2023	Salary	BACS	29,824.63		Salary
16/06/2023	Castle Water Limited	DDR 160623	26.13		9091493/Castle Water Limited
19/06/2023	Castle Water Limited	DDR 190623	19.09		9125871/Castle Water Limited
21/06/2023	BACS P/L Pymnt Page 4750	BACS Pymnt	2,221.52		BACS P/L Pymnt Page 4750
21/06/2023	210623 DD	BACS	200.00		210623 DD
23/06/2023	BACS P/L Pymnt Page 4753	BACS Pymnt	349.56		BACS P/L Pymnt Page 4753
30/06/2023	BACS P/L Pymnt Page 4760	BACS Pymnt	2,545.03		BACS P/L Pymnt Page 4760
30/06/2023	BACS P/L Pymnt Page 4765	BACS Pymnt	393.28		BACS P/L Pymnt Page 4765
30/06/2023	DD FUN SPORTS	BACS	950.00		DD FUN SPORTS
30/06/2023	040723 STAFF	BACS	129.33		040723 STAFF
Total Payments			47,705.74		

CHAIR INITIALS _____

Finance & Personnel Meeting 19/07/2023

16798



11/07/2023

12:34

Wokingham Town Council

Page 1

Summary Income & Expenditure by Budget Heading 11/07/2023

Month No: 3

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	16,093	87,500	71,407	39,972	31,435
	Net Income over Expenditure	(58,855)	(16,093)	(87,470)	(71,377)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(16,093)				
Market	Income	41,860	11,360	41,700	30,340		
	Expenditure	12,902	1,746	13,110	11,364	1,257	10,107
	Movement to/(from) Gen Reserve	28,958	9,614				
Parks & Bloom	Income	13,835	388	5,650	5,263		
	Expenditure	146,772	24,749	168,700	143,951	96,363	47,588
	Movement to/(from) Gen Reserve	(132,937)	(24,362)				
Woosehill	Income	26,011	7,064	36,410	29,346		
	Expenditure	28,177	6,277	28,300	22,023	11,889	10,134
	Movement to/(from) Gen Reserve	(2,166)	788				
Town Hall	Income	128,646	32,847	140,360	107,513		
	Expenditure	92,967	16,599	109,960	93,361	29,450	63,911
	Net Income over Expenditure	35,679	16,248	30,400	14,152		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	16,248				
Allotments	Income	64,502	10,164	13,400	3,236		
	Expenditure	57,592	20,319	10,780	(9,539)	7,572	(17,110)
	Movement to/(from) Gen Reserve	6,910	(10,155)				
Amenities Capital	Expenditure	41,951	26,764	55,900	29,136		29,136
	plus Transfer from EMR	11,000	26,764				
	Movement to/(from) Gen Reserve	(30,951)	0				
Personnel	Expenditure	598,626	148,958	577,170	428,212	993	427,219
F & P Administration	Income	1,428,940	663,401	1,327,020	663,619		
	Expenditure	121,865	30,184	297,160	266,976	21,495	245,481
	Net Income over Expenditure	1,307,075	633,217	1,029,860	396,643		
	plus Transfer from EMR	4,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve	917,083	633,217				

CHAIR INITIALS _____

Finance & Personnel Meeting 19/07/2023

16799



Civic	Expenditure	26,071	8,801	41,300	32,499	1,226	31,274
Grants	Income	0	2,000	0	(2,000)		
	Expenditure	100,669	87,889	102,520	14,631		14,631
	Movement to/(from) Gen Reserve	(100,669)	(85,889)				
Arts & Culture	Income	3,209	2,320	4,800	2,480		
	Expenditure	86,277	76,526	103,650	27,124	13,591	13,532
	Movement to/(from) Gen Reserve	(83,068)	(74,206)				
Highways and Planning	Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	71	5,340	5,269	625	4,644
	Movement to/(from) Gen Reserve	(1,977)	5,129				
Grand Totals:- Income		1,711,804	734,744	1,572,310	837,566		
Expenditure		1,379,503	464,976	1,601,390	1,136,414	224,432	911,982
Net Income over Expenditure		332,301	269,769	(29,080)	(298,849)		
plus Transfer from EMR		15,000	26,764				
less Transfer to EMR		393,992	0				
Movement to/(from) Gen Reserve		(46,691)	296,533				

CHAIR INITIALS _____

Finance & Personnel Meeting 19/07/2023

16800



11/07/2023

Wokingham Town Council

Page 1

12:35

Detailed Balance Sheet - Excluding Stock Movement**Month 3 Date 11/07/2023**

A/c	Description	Actual
<u>Current Assets</u>		
101	Debtors	14,271
105	VAT Control Account	20,212
201	F & GP + Current Account	892,029
202	Clerk's Drawings Account	52,487
205	Treasury Deposit	250,000
209	RYND	18,041
210	Petty Cash	72
211	Office 2 (Michael Cragg)	810
Total Current Assets		1,247,921
<u>Current Liabilities</u>		
501	Creditors	4,939
502	Receipts in Advance	7,915
504	RYND Creditor	18,041
508	Office 2 Michael Cragg	810
510	Accruals	698
561	Hire Deposits Town Hall	3,300
562	Hire Deposits Woosehill	1,300
564	Long Term Key & Damage	2,825
565	Allotment key deposit	380
Total Current Liabilities		40,207
Net Current Assets		1,207,714
Total Assets less Current Liabilities		1,207,714
<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	269,769
310	General Reserve	224,340
320	Self Insurance Fund	17,123
321	Emergency Provision	175,000
324	Election Reserve	25,500
360	Playpark Earmark Reserve	474,232
370	Town Hall Maintenance Reserve	21,750
Total Equity		1,207,714

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 30th June 2023 2023 the value of investments was £190,823. There were no long-term liabilities.

CHAIR INITIALS _____

Finance & Personnel Meeting 19/07/2023

16801



3rd August 2023

Minutes of the proceedings at the extraordinary meeting of the **FINANCE AND PERSONNEL COMMITTEE** meeting held on this day in the Council Chamber, Town Hall, Wokingham from 7.30pm to 8.45pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Callender, R Comber, T Lack, A Mather, H Richards, I Shepherd-Dubey, S Gurney (ex-officio).

IN ATTENDANCE

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr M Lucey

MEMBERS' INTERESTS (Agenda Item 2)

None

EXCLUSION OF THE PRESS AND PUBLIC

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

**RESOLVED
30694**

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.

RFO RECRUITMENT (Agenda Item 4)

**RESOLVED
30695**

Members reviewed the Town Clerk's report 21/2023 and following discussion, it was proposed by Cllr M Gee, seconded by Cllr A Mather and members

To proceed with the recruitment of a Deputy Clerk and RFO, at 37 hours per week (Full time) based on the job description and person specification included as appendix 1 to the agenda pack, subject to:

- a) Consultation with the RFO regarding the references to CIPFA and AAT Level 4 referenced in the essential qualification and Training section of the Person Specification.
- b) The inclusion of "Willingness to work towards achieving CiLCA" in essential qualifications and training section of the Person Specification
- c) The inclusion of the work location (Town Hall) and home working in the job description
- d) The inclusion of "Any such other reasonable duties as may be required from time to time" under section 3 'General' of the job description.

It was proposed by Cllr M Gee, seconded by Cllr A Mather and members

**RESOLVED
30696**

CHAIR INITIALS _____



To advertise the role at with a salary band of £38,296 to £44,539 (indicative SLCC 2022 scale points of 32 to 39) dependent upon skills and experience.
It was noted that the use of PRP, and clarity that the role does not follow Green Book pay agreements should be made clear in the job pack.

**RESOLVED
30697**

It was proposed by Cllr M Gee, seconded by Cllr R Comber and members

To approve the advertisement of the role:
Via NALC (Premium Package - £300)
Via SLCC (Gold Package for 4 weeks - £347))
Via the WBC jobs page (FoC)
Via South East Employers (FoC to members)
As well as via the council's website and social media channels.
The post will be advertised w/c 7th August 2023 and will run until Monday 11th September 2023.

**RESOLVED
30698**

It was proposed by Cllr M Gee, seconded by Cllr H Richards and members

To approve the membership of the interview panel as:
Cllr M Gee
Cllr S Gurney
Cllr B Alvi (or Cllr R Comber as reserve, if Cllr Alvi is unavailable)

Agreed actions:

- Town Clerk to redact applications and make them available for a meeting to be held remotely on the evening of Wednesday 15th September for shortlisting.
- A pre-interview exercise of an Omega finance report to be provided to short-listed candidates, asking candidates to highlight what aspects of the report they would bring to the attention of members at a committee meeting.

Town Clerk to check room availability for a proposed interview date of Wednesday 20th September.

Interview content and questions to be determined by the interview panel in due course.

Recommended outcome of interview to be included on the agenda for the 26th September F&P Committee meeting.

CHAIR INITIALS _____



Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

WOKINGHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of Internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

23/5/2023

and recorded as minute reference:

30645

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Sally C Gurney

Clerk

MB28

<https://www.wokingham-tc.gov.uk/accountability>

Section 2 – Accounting Statements 2022/23 for

WOKINGHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	542,994	605,645	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	970,732	1,014,210	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	289,715	697,594	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	505,649	591,147	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	692,147	788,357	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	605,645	937,945	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	602,595	994,536	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	restated figure 3,400,090	3,426,398	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)		✓		<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Y. Clarnsworth

Date

14/04/2023

I confirm that these Accounting Statements were approved by this authority on this date:

23/5/2023

as recorded in minute reference:

30646

Signed by Chairman of the meeting where the Accounting Statements were approved

Sally C Gurney

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of **WOKINGHAM PARISH COUNCIL – BE0098**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that Section 1, Box 9 and Section 2, Boxes 11 (a) and (b) in respect of trust funds are inconsistent, the smaller authority has confirmed that it does act as sole managing trustee for trust funds, and the figures in Section 2 do not include trust transactions. Thus, the responses should have been 'Yes', 'Yes' and 'Yes' respectively. The smaller authority should ensure the AGAR is fully completed in future.

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

31/08/2023



Wokingham Town Council External Representation
Meeting Record

Organisation	More Arts
Meeting Attended	Trustee Meeting
WTC Attached Committee	Arts and Culture
Name of Councillor	Annette Medhurst
Date of Meeting	19 th September 2023
Main Points of Meeting	
<p>How to improve community awareness of the activities of More Arts, including the creation of a quarterly newsletter.</p> <p>Discussion on the Local Arts Loan scheme and how to find new corporate sponsors.</p> <p>Planning overview of the Living Advent music event in December.</p> <p>Standing items included the treasurer's report, a review of recent activities and discussion on local requests for support/attendance at events.</p>	
Action or Points of follow up for WTC	
None	