



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

27th November 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 5th December 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 17th October 2023 (pages 16843 to 16848, copy attached) as a true and correct record.
- 5 MAYOR'S COMMUNICATIONS**
 - a) To receive any communications or announcements from the Mayor.
 - b) To receive the Mayor's list of engagements since the last Council meeting (copy attached) as a true and correct record.

6 AMENITIES COMMITTEE

- a) To adopt the approved minutes of the Amenities Committee meeting held on 12th September 2023 (Draft copy circulated with previous council agenda)
- b) To receive the draft minutes and any recommendations of the Amenities Committee meeting held on 7th November 2023 (pages 16858 to 16860, copy attached)

7 ARTS AND CULTURE COMMITTEE

- a) To adopt the approved minutes of the Arts and Culture Committee meeting held on 4th September 2023 (Draft copy circulated with previous council agenda)
- b) To receive the draft minutes and any recommendations of the Arts and Culture Committee meeting held on 6th November 2023 (pages 16854 to 16857, copy attached)

8 CIVIC COMMITTEE

- a) To adopt the approved minutes of the Civic Committee meeting held on 18th September 2023 (Draft copy circulated with previous council agenda)
- b) To receive the draft minutes and any recommendations of the Civic Committee meeting held on 20th November 2023, (pages 16867 to 16871, copy attached)

9 FINANCE AND PERSONNEL COMMITTEE

- a) To adopt the approved minutes of the Finance and Personnel Committee meeting held on 26th September, (Draft copy circulated with previous council agenda)
- b) To receive and adopt the approved minutes of the Finance and Personnel Committee meeting held on 24th October 2023 (pages 16849 to 16853, copy attached)
- c) To receive the draft minutes and any recommendations of the Finance and Personnel Committee meeting held on 21st November 2023, pages 16872 to 16881, copy attached)

10 PLANNING AND TRANSPORTATION COMMITTEE

- a) To adopt the approved minutes of the Planning and Transportation Committee meeting held on 5th September 2023 (Draft copy circulated with previous council agenda)
- b) To adopt the approved minutes of the Planning and Transportation Committee meeting held on 11th October 2023 (pages 16837 to 16842, copy attached)
- c) To receive the draft minutes and any recommendations of the Planning and Transportation Committee meeting held on 14th November 2023 (pages 16861 to 16866, copy attached)

11 STRATEGY WORKING PARTY

- a) To receive the notes of the Extraordinary Strategy Working Party meeting held on 9th November 2023 (copy attached)
- b) To receive the notes of the Strategy Working Party meeting held on 29th November (*notes to be circulated electronically*)

12 STANDING FINANCIAL REGULATIONS

To consider and approve a recommendation from the Finance and Personnel Committee for an amendment to the council's Standing Financial Regulations. (Town Clerk's report 31(b)/2023 attached).

13 EXTERNAL REPRESENTATION

To receive Councillors' reports:

- a) Emmbrook Village Hall Management Committee (Cllrs Alvi & K Malvern)

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 and Reporting on Council and Committee Meetings (copy available on request).

17th October 2023

Minutes of the proceedings of the **TOWN COUNCIL** held in the Main Hall, Town Hall, Market Place, Wokingham on 17th October 2023 from 7.30pm to 8.24pm.

PRESENT:

Chair: Cllr S Gurney (Mayor)

Cllrs: 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, L Timlin.

IN ATTENDANCE:

Katy Hughes – Town Clerk.

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

APOLOGIES FOR ABSENCE (Agenda Item 1)

No apologies for absence were received

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 A Medhurst asked about an action from the Town Clerk in the previous meeting regarding the tabling of draft and approved minutes. The Town Clerk noted that the agenda wording had been adjusted accordingly. Cllr S Gurney asked members to give feedback on the changes to the Town Clerk, via email following the meeting.

It was proposed by Cllr A Croy and seconded by Cllr H Richards and the following was

**RESOLVED
30723**

that the Minutes of the proceedings of the Council Meeting held on 25th July 2023 (pages 16802 to 16806) be received as a true and correct record and that they be signed by the Chair.

A vote was taken. One member abstained, all others voted in favour.

MAYOR'S COMMUNICATIONS (Agenda Item 5)

The Mayor opened her communications by holding a minute's silence to remember the victims of the recent terrorist attack in Israel and the innocent victims of the subsequent conflict.

CHAIR INITIALS _____



The Mayor welcomed Cllr L Timlin to the council as the newly elected councillor for Wescott East ward.

The Mayor congratulated the Officers, Councillors and many volunteers for the fantastic results in the regional 'In Bloom' competition, where Wokingham won Silver Gilt, the regional 'Best Large Town' category for the Thames and Chiltern area and a number of other awards for projects and outdoor spaces. The Mayor noted that the national award results are announced on Monday 23rd October. Councillors gave a round of applause in recognition of the achievements.

The Mayor reported that:

- She had attended some additional events not included on the official list circulated with the agenda, including a BSARD training day with the Mayor's Charity, opening the Oktoberfest event in Peach Place and attending the volunteer fair at the town hall.
- She had given out allotment awards from the annual allotment competition.
- She had witnessed the positive collaboration of various local groups, such as Men's Shed creating signs for the Friends of Fox Hill and working on the Wokingham Hospital Community Garden project delivered by Wokingham In Need.
- There have been lots of arts events, including the Wokingham Arts Trail and the Bloom art competition. We have also had lots of town council events happen since the last council meeting in July, including Theatre in the Park, Chalk About It, Heritage Open Day and most recently the Children's Book Festival. Councillors were thanked for helping at the events.
- Coming up we have the Gardener's Question Time recording at the town hall, Remembrance, and by the next council meeting, we will be into the Christmas events.
- A White Ribbon vigil is being held on 1st December.

The Mayor requested support in:

- Sharing the town council's posts on social media to increase the reach.
- Sharing information on the Civic Awards, for which nominations are open until 24th November.
- Volunteers for poppy collections around Market Place on Thursdays, Fridays and Saturdays between 28th October and 11th November.

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

ARTS AND CULTURE COMMITTEE (Agenda Item 6)

A copy of the draft minutes of the meeting of the committee held on 4th September 2023 (pages 16809 to 16812) was received by members.

CHAIR INITIALS _____



Cllr B Callendar reported that the committee will be looking at a what type of performance to put on for Theatre in the Park next year, and working party has been established to review Sunny Saturdays.

He reported that the committee had considered a request to re-brand the Party in the Park event as a 'Charity Party in the Park'. The committee had agreed that the Mayor's Charity would be given an opportunity to promote themselves at the event, but that the event would not be rebranded.

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

**RESOLVED
30724**

that the approved minutes of the proceedings of the Arts and Culture Committee meeting held on 17th July 2023 (pages 16789 to 16792) be adopted

A vote was taken and was unanimous.

PLANNING & TRANSPORT COMMITTEE (Agenda Item 7)

Cllr I Shepherd-Dubey reported that the committee had discussed a bus shelter on Wellington Road that had been replaced by Wokingham Borough Council, the usage of the secure cycle lockers and community speed watch signage. She reported on two planning applications discussed at the meeting and refused by the planning authority.

A copy of the draft minutes of the meeting of the committee held on 5th September 2023 (pages 16813 to 16818) was received by members.

AMENITIES COMMITTEE (Agenda Item 8)

A copy of the draft minutes of the meeting of the committee held on 12th September 2023 (pages 16819 to 16822) was received by members.

Cllr T Lack reported that the committee had met at Woosehill Community Hall.

The committee had requested additional funding from the playground reserves to replace the surface at Leslie Sears Playing Fields.

The committee had discussed spending priorities, including a budget uplift for the amenities committee contracts to accommodate increased costs and to hold Park Yoga in 2024.

The committee had reviewed proposals from WBC for nominations of green spaces as part of the updated Local Plan.

The committee had considered uses of the unused pavilion at Langborough, but noted the limitations caused by the lack of parking, hence a proposal to use the space for council storage.

CHAIR INITIALS _____



**RESOLVED
30725**

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

that the approved minutes of the proceedings of the Amenities Committee meeting held on 11th July 2023 (pages 16786 to 16788) be adopted

A vote was taken and was unanimous.

CIVIC COMMITTEE (Agenda Item 9)

A copy of the draft minutes of the meeting of the committee held on 18th September 2023 (pages 16823 to 16827) was received by members.

Cllr A Mather reported on a number of budget requests made by the committee, including requests for:

- Additional funding for Museum Open Days
- Funding to establish an earmarked reserve for the future replacement of the Mayoral Chain
- Funding for a 'Beating the Bounds' event for 2024

He reported on two key decisions made by the committee:

- Robes of office will not be mandatory for the group council photograph
- The church service held on Mayor Making Sunday will be separated going forward, and the Civic Officer will liaise with Wokingham Churches to investigate alternatives.

Cllr A Domingue noted that the parade to the church had been popular and enjoyed by residents. Cllr A Mather noted that Cllr A Betteridge had raised a similar point, and it had been agreed that the Civic Committee would consider other opportunities for parades.

**RESOLVED
30726**

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

that the approved minutes of the proceedings of the Civic Committee meeting held on 19th June 2023 (pages 16776 to 16778) be adopted

A vote was taken and was unanimous.

STRATEGY WORKING PARTY (Agenda Item 10)

The Mayor noted that the Strategy Working Party is a discussion group which can only make recommendations, which would go to other committees for discussion and decisions.

The notes and any recommendations of the Strategy Working Party held on 20th September 2023 were received and noted.

CHAIR INITIALS _____



Cllr A Croy reported that the working party had met on MS Teams and discussed:

- Councillor remuneration, with a recommendation that this be further discussed by the Finance and Personnel Committee.
- Charging policy, with a recommendation for approval by the Finance and Personnel Committee
- A response to the consultation on cuts to bin collections, grass cutting and other services by Wokingham Borough Council
- Matthews Green Community Centre, with a recommendation that an extraordinary meeting of the working party be called to discuss this further, once response to questions raised to WBC have been received. It was noted that any interested member is able to attend this meeting and a date will be circulated to all councillors by the Town Clerk.

ACTION: TOWN CLERK

Cllr K Malvern highlighted that notes of the previous working party meeting held on 26th July had not been circulated to members. The Town Clerk was asked to circulate these via email at the earliest opportunity.

ACTION: TOWN CLERK

Cllr T Lack asked about aspects of the notes on the vision document. Cllr S Gurney reported that in the previous meeting held on 26th July, the Strategy Working Party had begun by brainstorming ideas of things that were important to the local community and things that were important to individual councillors. These ideas had then been collated under four headings.

These ideas, some of which were carried forward from the previous council term, had then been reviewed and voted on, as to whether they should be further considered or not. They were not prescriptive ideas that the council was committing to, simply initial ideas.

Cllr M Gee reiterated that the working party had worked from the bottom up with initial ideas that fed into four principles and finally a vision statement.

Following discussion, it was proposed by Cllr A Croy and seconded by Cllr A Domingue and it was

**RESOLVED
30727**

that the strategy and vision for the town council for the 2023-27 council term, as detailed in appendix 10b of the agenda pack, be adopted.

FINANCE & PERSONNEL COMMITTEE (Agenda Item 11)

A copy of the draft minutes of the meeting of the committee held on 26th September 2023 (pages 16828 to 16836) was received by members.

Cllr M Gee reported on the extraordinary meeting of the committee to discuss the recruitment, held on 3rd August. She reported that a job description and advert was agreed, but that insufficient applications were received, so a further recruitment round is currently underway.

CHAIR INITIALS _____



Cllr M Gee reported that at the meeting held on 26th September, the committee and reviewed and approved:

- Updated charges for hall hire, wedding and allotment fees for 2024.
- A request for funding from play park reserves for resurfacing at Leslie Sears Playing Fields
- Delegated authority to the Town Clerk and Cllrs S Gurney and M Gee or B Alvi, for completion of the Timpson lease renewal once legal advise was received
- Updates to the RFO role for recruitment

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

**RESOLVED
30728**

that the approved minutes of the proceedings of the Finance & Personnel Committee meetings held on 19th July 2023 (pages 16793 to 16801) and on 3rd August (pages 16807 to 16808) be adopted.

A vote was taken and was unanimous

ANNUAL RETURN (Agenda Item 12)

Cllr M Gee reported on the completion of the Annual Governance and Accountability Return (AGAR) for the 2022-23 financial year. She noted that the audit had found that all the council's controls were effective.

It was noted that the item raised by the external auditor which was a matter not affecting their opinion but which they wished to draw to the council's attention, related to a new question on the AGAR form, which, following advise sought from the council's Internal Auditor, was agreed that the question was badly worded and open to interpretation.

Cllr M Gee noted the council's thanks to the outgoing Responsible Finance Officer and the Town Clerk for achieving a clean audit.

COUNCIL REPRESENTATION ON OUTSIDE BODIES (Agenda Item 13)

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

- Cllr A Medhurst reported her attendance at a recent meeting of MoreArts and noted how much was being achieved by a relatively small group of volunteers.

The Mayor then closed the meeting.

CHAIR

CHAIR INITIALS _____



**Engagements since Last Council Meeting
16 October 2023 to 3 December 2023)**

Date	Time	Engagement	Who attended
Wed 18 Oct	6.00pm	Dr Mohan (Kindure) Invited to attend Menopause Matters awareness session	Mayor, Consort
Thurs 19 Oct	7.00pm	Wokingham Film Society Invited to attend 10 year celebration	Mayor, Consort
Wed 25 Oct	6.00pm	The League of Friends Invited to attend official opening of new coffee house at Wokingham Community Hospital	Mayor Mayor's Attendant
Thurs 26 Oct	11.00am	The Link Visiting Scheme Invited to attend Celebration of 25 years of friendship	Deputy Mayor
Fri 27 Oct	12.30pm	Grilko Invited to attend official opening	Mayor, Consort Mayor's Attendant
Tues 31 Oct	6.00pm	Wokingham Town Council Invited to attend recording of Gardeners Question time	Mayor, Consort
Sat 4 Nov	6.00pm	Wokingham Fireworks Invited to attend fireworks display	Mayor, Consort Mayor's Attendant Mini-Mayor
Thurs 9 Nov	10.30am	Wokingham Town Council Attended the funeral of Past Mayor Keith Cattran	Mayor
Sat 11 Nov	11.00am	Wokingham Town Council Invited to lead 2-minute silence for Armistice	Mayor Deputy Mayor Mayor's Attendant
	12.00pm	St. Paul's Church Invited to open St. Paul's Fair	Mayor Mayor's Attendant
Sun 12 Nov	11.00am	Wokingham Town Council Invited to lead a two-minute service	Mayor, Consort Deputy Mayor Mayor's Attendant
	2.00pm	Wokingham Town Council	Mayor, Consort Deputy Mayor Mayor's Attendant

		Remembrance Day Wreath Laying, Parade and Church Service	
Tues 14 Nov	10am	Tesco Community Champion Invited to attend launch of Giving Tree Appeal	Deputy Mayor
	6.00pm	Just Around the Corner Invited to attend Annual Meeting	Deputy Mayor
Sat 18 Nov	3.00pm	Wokingham Horticultural Association Invited to attend Winter Show	Mayor, Consort
	7.30pm	Wokingham Choral Society Invited to attend Concert	Deputy Mayor
Wed 22 Nov	10.30am	Attending the funeral of former Finchampstead Clerk	Mayor
Thurs 23 Nov	5.15pm	Arts4Wokingham Invited to attend Private view of Postcard Art	Mayor Mayor's Attendant
	7.30pm	Wokingham Horticultural Association Invited to attend A History of the WHA event	Mayor, Consort
Sun 26 Nov	11.00am	Wokingham Lions Club Invited to officially open the event with the Chair of the Winter Carnival and visit the stalls to help judge them.	Mayor, Consort Mini-Mayor Mayor's Attendant
	4.00pm	Invited to officially switch on the Christmas tree lights	
Fri 1 Dec	7.00pm	WBC Councillor Sarah Kerr Invited to attend Vigil	Mayor Mayor's Attendant
Sat 2 Dec	3.30pm	Pinewood Gymnastics Invited to Christmas Extravaganza	Mayor, Consort
Sun 3 Dec	1.00pm	High Close School Invited to take part in the Reading Toy Run	Mayor

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

Attended by the Mayor =	54
Attended by the Deputy Mayor =	7
Attended by both the Mayor and Deputy Mayor =	3
Attended by a Past Mayor =	0
Attended by Other =	

DRAFT

07th November 2023

Minutes of the proceedings of the **AMENITIES COMMITTEE** meeting held on this day in the **COUNCIL CHAMBER, TOWN HALL, WOKINGHAM** from 7:30 pm to 9:13 pm.

PRESENT

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

IN ATTENDANCE

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

In the absence of the Committee Chairman, the meeting was chaired by the Vice-Chair Cllr Malvern, in-line with Standing Orders.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr T Lack (Chairman), M Fumagalli and A Fraser

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 Medhurst and seconded by Cllr Cornish, and it was

**RESOLVED
30741**

that the minutes of the Amenities Committee meeting held on 12th September 2023 (pages 16819 to 16822) be received as a true and correct record, and they be confirmed and signed by the Chair.

ACTION: AMENITIES OFFICER

AMENITIES SERVICE AREA – CHRISTMAS LIGHTS (Agenda Item 5)

Cllrs received the Amenities Officer's Briefing Notes – October 2023, dated 30th August 2023:

Discussion points included:

- The new contract.
- The ongoing observations by the AO, to ensure the display remains complete.
- Previous incidents of vandalism to the main Christmas tree, and the GBO gave an update on the security patrols in place over Christmas and new year.
- Cllrs considering potential expansion areas, while the scheme is in place.

GROUND MAINTENANCE CONTRACT (Agenda Item 6)

Cllrs received the Amenities Officer's Report, 04/2023-24 dated 24th October.

Discussion points included that:

- The benefit to the council and the contractor over a longer contract.
- The recent increases in labour, equipment, and fuel costs.
- Grounds maintenance encompasses a wide range of tasks and services.
- There is no financial exposure for the council by extending the contract.
- Grass cutting for the allotments is to be separated from this contract.

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

**RESOLVED
30742**

to extend the Grounds Maintenance contract to a five-year contract.

ACTION: AMENITIES OFFICER

CHAIRMAN'S INITIALS _____



DRAFT

GRAFFITI UPDATE (Agenda Item 7)

- a) Cllrs received a photo montage from Cllr Lack detailing recent graffiti removal, with suggested locations for professional removal.
- b) Discussion about additional murals was deferred to January's meeting.

ACTION: AMENITIES OFFICER

RISK REGISTER (Agenda item 8)

Councillors noted:

- a) There are no recommended changes to the risk register.
- b) WTC's overall Health & Safety policy is being reviewed; any recommended changes will be brought in March 2024.

Discussion points included:

- That Cllrs understand the different risks that relate to the committee's oversight.
- The need to differentiate various levels of risk and separate their sections.

ACTION: AMENITIES OFFICER / TOWN CLERK

COUNCIL'S UPDATED VISION AND PRINCIPLES (AGENDA ITEM 9)

Cllrs received copy of the council's updated vision and principles.

Discussion points included:

- Embedding the principles into decision making.
- That they should be considered in detail when planning spending requests.
- They should be consulted for ongoing development.

MONITORING REPORT (Agenda Item 10)

Councillors received and discussed the report dated 24th October 2023:

Item 174: Defibrillator for Woosehill Community Hall, FY2023-2024: Installation was completed in October 2023. Item to be removed from the monitoring report.

The AO was thanked for clearing the monitoring report, and it was considered a good way to end the year.

ACTION: AMENITIES OFFICER

AMENITIES COMMITTEE INFORMATION (Agenda Item 11)

Cllrs noted the following:

- a) The Wokingham Bloom results.
 - The GBO was thanked for the excellent results, her drive and commitment.
- b) The resurfacing of Leslie Sears play area was completed 20th October.
 - Cllrs were very pleased with the new surfacing and look of the play park.
- c) Repair to the burnt section of rubber mulch at Elms Field.
 - Cllrs were pleased to be made aware of the work of the Amenities "team".
- d) The new trampoline at Elms Field has filled with water.
 - Cllrs were advised this has not been closed as it is not a health and safety issue.
 - Having taken advice, the situation is being monitored, it is expected the trampoline will drain given time for the soil to absorb the water.
- e) The tent encampment in Howard Palmer Garden that began in October.
 - The GBO confirmed that Howard Palmer Garden will not reopen until 18th November, as commercial maintenance is required.
 - Discussion of Howard Palmer Garden will be brought to January's meeting.
- f) Balfour Beatty are due to commence works to replace the Network Rail Tanhouse footbridge on Monday 4th December 2023. Work is expected to be completed by the end of March 2024.
 - It was confirmed to Cllrs that this bridge will have stepped access only.

ACTION: AMENITIES OFFICER

CHAIRMAN'S INITIALS _____



DRAFT

MATTERS TO PUBLICISE VIA SOCIAL MEDIA FROM THIS EVENING'S MEETING (Agenda Item 12)

- Christmas lights.
- The new defibrillator installed outside Woosehill Community Hall.
- Resurfacing of Leslie Sears play park.

ACTION: AMENITIES OFFICER / MARKETING OFFICER

Meeting closed at 9:13 pm.

CHAIRMAN

CHAIRMAN'S INITIALS _____



06th November 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 21:37

PRESENT

Chair: Cllr B Callender

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

IN ATTENDANCE

Arts and Culture Officer

Marketing and Communications Co-ordinator

APOLOGIES FOR ABSENCE (Agenda Item 1)

There were apologies for absence from Cllrs P Cunningham, A Fraser, M Fumagalli and A Medhurst.

MEMBERS' INTERESTS (Agenda Item 2)

There were no declarations of interest.

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

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

ARTS & CULTURE COMMITTEE MINUTES (Agenda Item 4)

It was proposed by Cllr A Domingue and seconded by Cllr S Cornish and it was

**RESOLVED
30736**

that the Minutes of Arts and Culture Committee meeting held on 4th September 2023 (pages 16809 to 16812), copy attached, be received as a true and correct record.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 31st October 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

To be discussed at Agenda Item: 12

COMMITTEE BUDGET (Agenda Item 6)

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

MARKETING (Agenda Item 7)

The Marketing and Communications Coordinator outlined her experience, job role and hours with the Committee and invited questions and comments on the Marketing of the Town Council and in particular A&C events.

CHAIR'S INITIALS _____



The Committee were keen to understand what if any other marketing resources there were and how Councillors can assist. It was noted that Officers are responsible for their own marketing with the support and guidance of the Coordinator who also looks at the wider Town Council marketing. There is some limited extra personnel resource for Love Wokingham. Resources are finite, so often we have to concentrate on methods that seem to work best for the project or event.

Social media remains a key aspect of Marketing our work and events. There remain significant challenges due to the Facebook algorithm that makes choices for users on which pages to suppress, and likes to suppress free posts after any period of paying for posting (which is why we rarely pay to boost posts). Councillors are encouraged to support posts through commenting and sharing to help Facebook see them as important and worth not suppressing.

It was noted that there wasn't one place that residents got their information but through a number of mediums and digital locations. Love Wokingham was just one of many event collation digital offers. It was requested that if residents note they didn't see an event advertised it's important to find out where they look for information.

Councillors requested:

- If any work could be done on improving or identifying accessibility challenges on the website, in particular around the use of PDF's.
- Some sort of handout highlighting future events. This was noted as already being in discussion.
- To get events with a known date on as a Facebook event asap.

ACTION: RELEVANT OFFICERS

The Marketing Coordinator encouraged Councillors to engage with her if they have ideas or are looking to support the marketing of the Town Council. They are key points of contact with the residents and thus are an excellent resource to support the marketing and highlight the good work of the Council.

ACTION: COUNCILLORS

Councillors finally suggested if there was any benefit to adding young resource to the marketing offer with a placement student or similar. They requested that Town Clerk/F&P may wish to explore this to support general marketing and try to widen the Town Council's appeal to residents under the age of 35.

ACTION: TOWN CLERK

SUNNY SATURDAYS (Agenda Item 8)

The Officer was thanked for the report. It was noted that recent information indicated that a local business might be a potential partner for this event. Cllr Gurney and the Arts and Culture Officer will aim to have more information on this in advance of the upcoming Working Party meeting for discussion.

The Committee were in broad support of the recommendations presented. It was proposed by Cllr Callender and seconded by Cllr Gurney and it was

**RESOLVED
30737**

to undertake the following for next year's Sunny Saturdays.

CHAIR'S INITIALS _____



1. Adopt the revised aims of 'an event that helps enliven the atmosphere of the Town to make it a fun place to visit' and 'support local community acts'
2. Acknowledge that this event requires Councillor support and Arts and Culture members will be expected to support this event.
3. Use Peach Place as a location
4. Delegate event dates and staffing implications to the Arts and Culture Officer and Town Clerk to manage and agree.
5. Investigate this new possibility for partnership in Peach Place.
6. Undertake three events, unless a partnership proves fruitful enough to revisit the possibility to support more events.

ACTION: ARTS AND CULTURE OFFICER

CHALK ABOUT IT (Agenda Item 9)

The Officer was thanked for the report. The Committee discussed the event. It was proposed by Cllr Gurney and seconded by Cllr Malvern and it was

**RESOLVED
30738**

to continue with the event and request from F&P a 6.7% increase in line with inflation (CPI).

ACTION: F&P COMMITTEE/RFO

SCIENCE WITH SCHOOLS (Agenda Item 10)

The Committee were in agreement with the recommendations to keep this event as a digital offer. There was concern that offering too wide a choice to the schools to direct the theme might make too much impact on Officer time.

Councillors were minded to help source potential speakers, should a future theme connect with suitable contacts they have in life and/or business. It was requested to create and share some kind of press release or statement to assist them in talking about the aims and objectives of the event with potential speakers. The Arts and Culture Officer also described the usefulness of creating a database of potential contacts (in Academia and Industry) if that were possible.

It was also requested to liaise back with the schools to see if there were any other time of the year where an event like this would be well placed, in order to pull it out of an already busy and awkward time just after the summer holidays.

ACTION: ARTS AND CULTURE OFFICER

NEW EVENTS (Agenda Item 11)

The Arts and Culture Officer was thanked for the report and the investigations taken place for these ideas. The Committee were mindful to ensure they were offering quality over quantity, and focus on improving existing events and projects. It was requested that the Officer continue to progress research where possible with these events or file them for future consideration, but the Committee would not be looking to enact any of them next financial year.

With regards to the Human Library, the Committee wished to enable the spend of \$250 required to commit to being a publishing partner, in order to ensure the continued research into this event. Upcoming Human Library events were noted that might be a source of finding out more.

ACTION ARTS AND CULTURE OFFICER

CHAIR'S INITIALS _____



Acknowledging the ongoing work the Arts and Culture Officer is engaged with regarding the Museum, Councillors would be interested in finding out more and potentially being more involved.

FUTURE EXPENDITURE (Agenda Item 12)

The memo on what the Committee has already resolved to request from F&P for next financial year, and in some cases already had agreed, was noted. The resolution to request increased funding for Chalk About It from earlier in the meeting was noted.

**RESOLVED
30739**

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

to request from F&P \$250 (£ equivalent at budget setting) to support further work into the Human Library project.

ACTION: RFO/F&P COMMITTEE

**RESOLVED
30740**

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

To request that Lunar New Year become an ongoing event and recurring budget for A&C (current agreed budget £9,800). With a budgetary increase in line with inflation for year 2024/25.

ACTION: RFO/F&P COMMITTEE

With regards to future expenditure two further concepts were suggested.

1. A portable PA system to support the events of the Council.

It was noted that this had been explored a number of years ago and proved to be expensive for the varied needs of and number of events it would support, and there were challenges with storing it and ensuring it was used correctly. It was suggested that it should be re-explored.

2. More notice boards in other parks and around the wards.

As both suggestions would support the wider Council not just Arts and Culture it was agreed to pass these ideas to the Town Clerk to delegate as she sees fit.

ACTION: TOWN CLERK

NEW COUNCIL STRATEGY (Agenda Item 13)

The new council strategy was received for future consideration.

COMMITTEE INFORMATION (Agenda Item 14)

- a) There were no items of Committee information.
- b) There were no items for Marketing.

CHAIR

CHAIR'S INITIALS _____



20th November 2023

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19:30 to 20:50pm.

PRESENT

Chair: Cllr A Mather (Chair)

Councillors: A Betteridge, P Cunnington, W Dixon, A Jones (Vice-Chair), M Lucey and K Malvern.

IN ATTENDANCE

Civic Officer

Mayor's Attendant

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllr R Bishop-Firth and M Gee.

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 P Cunnington and it was

**RESOLVED
30745**

that the Minutes of the Civic Committee meeting held on 18th September 2023 (pages 16823 to 16827), be received as a true and correct record and that they be confirmed and signed by the Chair.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 14th November 2023 was received and noted.

a) Purchase new badge and ribbon for Mini-Mayor

This has been ordered and estimated delivery is 21 November.

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

A request has been made to F&P to put aside £2,000 per year, over the next 5 years for the provision of purchasing a new mayoral chain and badge of office. Civic is waiting for a decision to be made from F&P.

c) Beating the Bounds walk

A request has been made to F&P for £4,000, to offer to Wokingham Lions Club to manage and co-ordinate this. Civic is waiting for a decision to be made from F&P.

CHAIR'S INITIALS _____

Civic Committee 20/11/2023

16867



d) Wokingham Remembers Website

A request has been made to F&P for £1,500 as a one-off cost to take on the ownership and hosting of the website, to preserve its history. Civic is waiting for a decision to be made from F&P.

COMMITTEE'S BUDGET (Agenda Item 6)

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

Members, also on F&P, shared that in order to support Councillor's understanding, the F&P committee has introduced a final column to show end of year out-turn, i.e. are we expecting to spend all of the money in each budget line to make it clearer for Councillors to know what is committed to. Members agreed that if this could be rolled out on a committee level, they would find this helpful.

Civic Officer to pass on this request to F&P.

ACTION: Civic Officer

COUNCIL'S UPDATED VISION AND PRINCIPLES (Agenda item 7)

Councillors were in support of the revised principles and recognised they are not very different from the previous ones. However, there were a couple of queries about some of the wording used (where it is highlighted below) which they believed could have been written a little more positively.

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.

CHAIR'S INITIALS _____

Civic Committee 20/11/2023

16868



The Civic Officer confirmed that the principles have now been agreed and adopted at Full Council, and therefore changes cannot be made. However, comments will be passed to strategy to note.

Councillors asked for a suggestion to be passed back to the Strategy working party; to ask them, that when they are producing a document of this type, which represents all of the Council's aims, would it be possible for a draft copy of this to be circulated to all Councillors to seek their comments and feedback. This way, the working party could take into account the wider views of the Council to consider as a whole, before agreeing and presenting a final proposal at Full Council.

ACTION: Civic Officer

REMEMBRANCE ACTIVITIES FEEDBACK (Agenda Item 8)

The committee received a note of some feedback shared by different people attending on the day, which was all positive and no suggestions for improvement were received.

Councillors recognised that Remembrance Sunday is a major event in the Council calendar and they thanked the Civic Officer for delivering a superb event, which they were proud to take part in.

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

Comments and suggestions included the following:

- If there is an opportunity to make the wreath laying ceremony more visible to a wider audience for more people to take part and to watch, ideally outside, it would be good to achieve.
 - There is a missed opportunity for all the people attending, to observe and take part in the wreath laying ceremony.
- Introduce a temporary structure to place outside to lay the wreaths around, before going to Church.
- Reserve the space, where the Christmas tree, stands, for a temporary structure in November.
- Introducing a temporary structure could build momentum and support, which could add weight to making a proposal for a permanent memorial to be placed outside.
- The danger of introducing a temporary structure could trigger some negative comments from the public
- Consider placing wreaths around the Poppy mosaic which is in the pavement of the Market Place, where the two minute silence is held, and where the current temporary is placed.
- Arrange for a permanent plaque to be placed on the wall of the Town Hall.
- Livestream the wreath laying ceremony and put a screen up outside
- The hymns in the Church service felt a little dated.

CHAIR'S INITIALS _____



The Civic Officer shared that the concept of raising awareness of there being a war memorial inside the Town Hall has been discussed many times at the civic committee previously, and it is challenging to address.

It was proposed by Cllr W Dixon and seconded by Cllr A Mather and it was

**RESOLVED
30746**

To bring forward ideas for the next meeting to say what we could do, with regards to involving more people in the wreath laying ceremony and within that for the Civic Officer to advise Councillors what has been proposed before, to support further discussions.

The Chairman suggested that members give all of this some thought, and send any ideas to the Civic Officer as soon as possible to be collated into a report in preparation for the next civic meeting in January for further discussion.

The Civic Officer was asked about the timescales. Advice was given that any significant and achievable change to the proceedings for Remembrance Sunday would need to be agreed at least by the end of the June meeting next year.

COUNCILLORS PHOTOGRAPHS ON TOWN COUNCIL WEBSITE (Agenda Item 9)

The Committee received the Civic Officer's report, noting a request from Councillors to discuss this.

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

**RESOLVED
30747**

That in line with the decision made regarding the Council's group photograph being taken, the same approach should be taken for individual photos as well, in that if Councillors are not comfortable wearing a Councillor robe, it would not be mandatory to do so.

Councillors were all in agreement that Councillor photographs should continue to be taken by an appointed photographer for consistency, and not for individuals to submit their own.

It was agreed that photographs of current Councillors would not be changed, to avoid any unnecessary costs.

PARADES (Agenda Item 10)

The Committee received the Civic Officer's report, following a request at the previous meeting to explore further opportunities for Councillors to parade.

It should be noted, it was clarified at the meeting that the original request for this discussion was to look for opportunities for Councillors to wear their robes and be more visible in public, but this does not necessarily need to be in the form of a parade.

Councillors discussed several occasions at which Councillors could take part or be present at, and they were particularly keen that they should have a presence where the Town Council has provided financial contributions to an event.

CHAIR'S INITIALS _____



The Civic Officer was asked to enquire with Wokingham Lions to explore options about how Councillors could support the Winter Carnival at either end of the day, perhaps to stand either side of the dais.

The Civic Officer advised that Councillors wear their robes at the Council's Heritage Open Day already. Other events that were considered were Party in the Park, the Fireworks and the Beating of the Bounds event if this is supported.

It was suggested that Councillors may like to be selective about which events they attend in robes, and it would be good to ensure there is a purpose. They wouldn't want to dilute the impact of Councillors being present at events.

The Chair suggested that this discussion is revisited again to further discuss about which events would be practical to attend.

ACTION: Civic Officer

INFORMATION ITEMS (Agenda Item 11)

The following was noted:

- a) The repairs on the main mayoral chain are now complete.
- b) The mayoral chain box is now being reburished.
- c) The silver plaque on the Mace rest has undergone some repairs, see attached.
- d) 5 different groups have visited for a Town Hall talk since the last civic meeting, including 3 brownie groups and 1 year 3 group (a total of 11 groups have visited this year)
- e) Details of the Christmas Music event on Saturday 9 December have now been co-ordinated and agreed by Morearts, and it is currently being marketed.
- f) The Wokingham Poppy Appeal has raised in excess of £74,293.25.

COMMITTEE INFORMATION (Agenda Item 12)

There were no information items.

- a) No information was raised by members.
- b) No information was identified for marketing purposes.

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____



24th October 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 10.17 pm

PRESENT

Chair: Cllr M Gee

Councillors: Cllrs B Alvi (Vice Chair), B Callender, R Comber, M Lucey, T Lack, A Mather (*left the meeting at 9pm*) and H Richards,

IN ATTENDANCE

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Councillors I Shepherd-Dubey and S Gurney (Ex Officio).

MEMBERS' INTERESTS (Agenda Item 2)

Cllr M Gee declared an interest in the application for financial assistance received from Kaleidoscopic and left the room while this application was discussed.

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

No questions were received.

F&P BUDGET PROPOSALS (Agenda Item 4)

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

**RESOLVED
30731**

that the following budget items be included in the list of items for consideration at the November committee meeting:

- a) Hire vehicle for grounds team - £4,500 (ongoing annual spend)
- b) Laptop replacement program - £3,500 (ongoing annual spend)
- c) Museum Summer Internship through the University of Reading - £1,000 (one-off spend)

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

Members discussed a proposal for Member Remuneration and following discussion, it was proposed by Cllr M Lucey, seconded by Cllr R Comber and it was

**RESOLVED
30732**

that this item would not be put forward for consideration for the 2024-25 budget, but that it should be re-considered in 2 years' time, for the 2026-27 budget.

A vote was taken and six members voted in favour, one member voted against and one member abstained from voting.

CHAIR INITIALS _____



**RESOLVED
30733**

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 5)

It was proposed by Cllr T Lack, seconded by Cllr B Callender and it was

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.

IN-YEAR SMALL GRANT FUNDING OPPORTUNITY (Agenda Item 6)

The Town Clerk reported on the Town Clerk report 28/2023 regarding the introduction of an in-year small grant funding opportunity.

Following discussion, it was proposed that the sum to be ringfenced for this be £10,000, that the proposed maximum application value of £2,500 be removed and that the review of these in-year grants become a standing item on each F&P committee agenda.

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

**RESOLVED
30734**

to introduce an in-year small grant funding opportunity from April 2024.

The Town Clerk will update the existing grant policy and bring a revised version back to a future meeting for review.

ACTION: TOWN CLERK

APPLICATIONS FOR FINANCIAL ASSISTANCE (Agenda Item 7)

At the July 2023 Finance & Personnel Committee meeting it had been resolved that the existing grants policy and application form be used the 2024-25 grant funding cycle and that the grants budget for 2024-2025 be set at a maximum of £111,882.

Members noted that, as the council's Strategic Vision for 2023-2027 had not been finalised prior to the opening of the grant application process in July, that no service provider grants would be awarded this year, in order to allow the council to position future applications for financial assistance against the council's new strategic vision.

All Cllrs had been sent a spreadsheet listing the grant requests, grants awarded over the previous four years, together with an allocation of this year's application forms and supporting documentation for consideration prior to the meeting.

During the discussion, members resolved to allow the meeting to continue beyond 10pm.

It was proposed by Cllr M Gee, seconded by Cllr B Alvi and members

CHAIR INITIALS _____



**RESOLVED
30735**

that the grants should be allocated as follows:

Holt Copse Conservation Volunteers

A grant of £750 be awarded.

Keep Mobile

A grant of £6,000 be awarded.

Link Visiting Scheme

A grant of £5,000 be awarded.

Wokingham Job Support Centre

A grant of £5,000 be awarded.

Ecclesiastical Parish of Winnersh (St Catherine's Church – Churchyard maintenance)

A grant of £237 be awarded.

Kaleidoscopic

A grant of £985 be awarded.

Wokingham Volunteer Centre

A grant of £1,000 be awarded.

Home Start Wokingham

A grant of £2,831 be awarded.

St Paul's Church – Churchyard Maintenance

A grant of £1,500 be awarded.

Wokingham Cycling Club

A grant of £1,000 be awarded.

Me 2 Club

A grant of £2,500 be awarded.

Friends of the Emm Brook

A grant of £400 be awarded.

Wokingham Lions (Winter Carnival)

A grant of £16,000 be awarded.

All Saints Church (Churchyard Project)

A grant of £2,000 be awarded.

Wokingham Pride

A grant of £860 be awarded.

Saint Sebastian Band

CHAIR INITIALS _____



A grant of £3,000 be awarded.

First Days

A grant of £5,000 be awarded.

Wokingham In Need

A grant of £1,500 be awarded.

Wokingham Lions (Classic Car Show)

A grant of £2,000 be awarded.

Fiends of Fox Hill

A grant of £560 be awarded.

All Saints Church (Churchyard Maintenance)

A grant of £1,500 be awarded.

Our Community First

A grant of £2,000 be awarded.

Wokingham Lions (May Fayre)

A grant of £14,000 be awarded.

CLASP

A grant of £864 be awarded.

Cowshed

A grant of £880 be awarded.

Dingley's Promise

A grant of £2,802 be awarded.

Wokingham and West Berkshire Mental Health

A grant of £4,000 be awarded.

Citizens Advice Wokingham

A grant of £10,000 be awarded.

Wokingham Fireworks

A grant of £1,000 be awarded.

Applications for grants amounted to £131,152 and during this evening's meeting a total of £95,169 was awarded.

Letters will be sent to all applicants advising them of the outcome of their applications.

ACTION: TOWN CLERK

The meeting ended at 10.17pm

CHAIR INITIALS _____



21st November 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 9.38 pm

PRESENT

Chair: Cllr M Gee

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

IN ATTENDANCE

Town Clerk: Katy Hughes

APOLOGIES FOR ABSENCE (Agenda Item 1)

None

MEMBERS' INTERESTS (Agenda Item 2)

Cllr I Shepherd-Dubey declared an interest in relation to a discussion on the budget request from the Amenities Committee for funds for car parking permits for Market Place (agenda item 5).

QUESTIONS FROM MEMBERS OR THE PUBLIC (Agenda Item 3)

No questions were received.

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

**RESOLVED
30748**

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

that the minutes of the proceedings of the meeting of the Finance & Personnel Committee held on 26th September July 2023, pages 16828 to 16836 and the minutes of the proceedings of the Finance & Personnel Grants Committee held on 24th October 2023, pages 16849 to 16852, be received as true and correct records and that they be signed by the Chair.

A vote was taken. Seven members voted in favour, two members abstained from voting.

BUDGET 2024-25 (Agenda Item 5)

The Town Clerk's reports 29/2023 and appendices 1 to 4 were received and considered. The Town Clerk noted that the tax base for next year is not yet known so figures in appendix 1 were based on an assumed increase. She noted that committee officers had undertaken a review of current budgets, spends to date and project spend to year end, and recommended the amount of additional funding that would be required for the Council to standstill.

Appendix 2, detailing each Committee's new proposals was reviewed. A robust discussion followed, where each funding request item was considered.

CHAIR INITIALS _____



**RESOLVED
30749**

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

that the Town Clerk should work to a maximum 8.75% increase of the precept when building the budget and that the following ongoing projects be funded within the precept rise along with the general uplifts shown in Appendix 3 of the report

Committee	Amenity/Event	Proposal	Amount
Amenities	Grass cutting	Budget uplift for new 4-year contract	£15,000
Amenities	Market Place parking permits	Funding for permits for vehicle access to Market Place	£1,050
Amenities	Waterless Toilets	Cleaning contract	£4,500
Amenities	Graffiti clearance	Uplift to provide additional contractor cleaning	£2,000
Arts and Culture	Theatre in the Park	Uplift	£250
Arts and Culture	Lunar New Year	Uplift to provide additional capacity and safety measures	£7,450
Arts and Culture	Chalk About It	Uplift	£270
Civic	Mayor's Chaplain allowance	Establishment of a new earmarked reserve for longer term replacement	£175
Civic	Website and Museum Accreditation	Funding for Wokingham Remembers website and for Museum Open Days	£2,500
F&P	Vehicle rental	New small van rental for grounds team	£4,500
F&P	Laptop replacement	4-year replacement program for staff laptops	£2,500
F&P	Staffing costs	Salary uplifts, additional posts plus on costs	£87,045

CHAIR INITIALS _____



And the following projects to be funded via reserves

Committee	Amenity/Event	Proposal	Amount
Amenities	Fire Alarm	Upgrade	£1,000
Amenities	Play equipment	Upgrade of older equipment	£40,000
Amenities	Defibrillator for the town hall	Purchase and installation	£3,000
Amenities	Park Yoga	Provision of 20 sessions for summer 2024	£1,400
Civic	Mayoral Chain	Transfer from general to earmarked reserve	£8,000
Civic	Beating the Bounds	Funding for Wokingham Lions to run a one-off event in 2024	£4,000

Savings of £33,950 on existing budgets, as identified in appendix 3, including a further proposed saving of £4,500 on Market Place cleaning, were noted by members.

It was recognised that the final resolution for the 2024-25 budget would be taken at Full Council.

RISK REGISTER (Agenda Item 6)

Members reviewed and noted updates made by the Town Clerk to the Operational and Strategic Risk Registers. It was noted that registers relating to Arts and Culture Committee activities and Amenities Committee activities are reviewed separately by these committees.

HEALTH AND SAFETY POLICY (Agenda Item 7)

Members noted that the Town Clerk had reviewed the Health and Safety Policy and noted that no updates were recommended at this time. It was noted that work is ongoing to embed health and safety work into the day-to-day work of the town council. The Town Clerk reported that training on a number of health and safety areas including fire warden training, fire marshal training, first aid and legionella and asbestos awareness training sessions are scheduled for staff in the coming weeks.

SAFEGUARDING POLICY (Agenda Item 8)

Members noted that the Town Clerk had reviewed the Safeguarding Policy and noted that no updates were recommended at this time.

**RESOLVED
30750**

STANDING FINANCIAL REGULATIONS (Agenda item 9)

Members reviewed the Town Clerk's report 31/2023 regarding a proposal to amend Standing Financial Regulations to facilitate the receipt of electronic tender

CHAIR INITIALS _____



bids. Following discussion, it was proposed by Cllr M Gee, seconded by Cllr B Alvi and it was

To make a recommendation to full council to amend the Standing Financial Regulations.

Members reviewed the Town Clerk's report 32/2023 regarding a proposal to apply for a card to access cash for petty cash.

Following discussion, this item was deferred to a future meeting, and the Town Clerk was asked to investigate ways in which the risk of fraud created by this proposal could be satisfactorily mitigated.

**RESOLVED
30751**

ACCOUNTS PAYABLE (Agenda Item 10)

The following list of payments from the Clerk's Drawing Account and the F&P Account were received. It was proposed by Cllr R Comber, Seconded by Cllr B Callender and it was

To approve:

- (a) the list of costs from 1st September 2023 to 31st October 2023 totalling the sum of £209,326.46 paid from the F & GP Account, this includes £45,000 in transfers to the Clerk's A/C.
- (b) the list of costs from 1st September 2023 to 31st October 2023 totalling the sum of £81,355.11 paid from the Clerks Drawings account.

FINANCIAL REPORTS (Agenda Item 11)

The following financial reports were received and noted

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

**RESOLVED
30752**

EXCLUSION OF PRESS AND PUBLIC (Agenda Item 12)

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

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.

During the meeting members resolved to re-order the following two agenda items:

RFO RECRUITMENT (Agenda Item 14)

The Town Clerk gave a verbal update on the recruitment of a new Responsible Finance Officer for the Town Council.

STAFF PERFORMANCE RELATED PAY AWARDS (Agenda Item 14)

Members reviewed the Town Clerk's confidential report 30/2023.

CHAIR INITIALS _____



**RESOLVED
30753**

Following discussion, an amendment to the report was proposed by Cllr M Gee, seconded by Cllr M Lucey and members

to adjust one proposed PRP figure, to approve the Mayor and Council Leader's recommendation of award to the Town Clerk following the completion of her year-end appraisal, and regarding one-off bonus payments to two council officers.

**RESOLVED
30754**

It was proposed by Cllr T Lack, Seconded by Cllr B Callender and it was

to adopt the report, subject to the above amendment and additions, in full. A vote was taken and all members were in favour.

The meeting ended at 9.38pm

CHAIR INITIALS _____



Date: 07/11/2023

Wokingham Town Council

Page 1

Time: 12:40

F & P and Current Accounts

List of Payments made between 01/09/2023 and 31/10/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2023	SAGE	Std Ord	63.00		Payroll
01/09/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
03/09/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/09/2023	Clerk's Drawings Account	IMPREST	45,000.00		Transfer to Clerks
05/09/2023	ICO	DD	55.00		ICO
06/09/2023	Total Gas & Power Ltd	DDR 0609	6.96		312176309 /23/Total Gas & Powe
07/09/2023	BACS P/L Pymnt Page 4829	BACS Pymnt	2,520.00		BACS P/L Pymnt Page 4829
07/09/2023	Google Ireland Limited	DDR 070923	41.40		4795002179/Google Ireland Limi
08/09/2023	Hiscock	Std Ord	2,317.12		WTC insurance payment
13/09/2023	BACS P/L Pymnt Page 4830	BACS Pymnt	14,869.73		BACS P/L Pymnt Page 4830
14/09/2023	Barclaycard Commercial	DDR 1109	44.00		010034750823/Barclaycard omme
14/09/2023	O2	DDR 060923	318.47		24218380/O2
18/09/2023	Barclaycard Commercial	DDR 1809	6,294.57		510042316/Barclaycard Commerci
18/09/2023	Barclaycard Commercial	DDR 180923	173.04		Purchase Ledger DDR Payment
19/09/2023	Total Gas & Power Ltd	DDR 1909	367.86		311783939/23/Total Gas & Power
19/09/2023	Castle Water Limited	DDR 19	53.29		10000229430/Castle Water Limit
19/09/2023	Castle Water Limited	190923	36.05		10000234746/Castle Water Limit
20/09/2023	BACS P/L Pymnt Page 4837	BACS Pymnt	10,739.11		BACS P/L Pymnt Page 4837
20/09/2023	COLBECK refund	BACS	550.00		COLBECK refund
20/09/2023	COLBECK refund ERR	BACS	-550.00		COLBECK refund ERR
26/09/2023	ARVAL	DD	599.24		HK72 FNE WO7317
28/09/2023	HMRC	DDR	7,994.98		HMRC
28/09/2023	Castle Water Limited	DDR 2809	91.57		10000290049/Castle Water Limit
28/09/2023	Focus Group	DDR 2809	821.30		6819768/Focus Group
28/09/2023	Focus Group	DDR 280923	122.15		6819579/Focus Group
01/10/2023	SAGE	Std Ord	63.00		Payroll
01/10/2023	Wokingham Borough Council	Std Ord	2,893.00		Th chambers 2104329
02/10/2023	Total Gas & Power Ltd	DDR 021023	470.24		308786868/23/Total Gas & Power
02/10/2023	Total Gas & Power Ltd	DDR 0210	233.35		308786989/23/Total Gas & Power
03/10/2023	Wokingham Borough Council	Std Ord	59.80		Hawkins Way 0007370707
05/10/2023	BACS P/L Pymnt Page 4852	BACS Pymnt	12,728.31		BACS P/L Pymnt Page 4852
06/10/2023	Google Ireland Limited	DDR 061023	41.40		4815943614/Google Ireland Limi
06/10/2023	O2	DDR 051023	311.50		24758089/O2
08/10/2023	Hiscock	Std Ord	2,317.12		WTC insurance payment
10/10/2023	Barclaycard Commercial	DDR 101023	52.05		010034750923/Barclaycard
11/10/2023	BACS P/L Pymnt Page 4857	BACS Pymnt	1,645.51		BACS P/L Pymnt Page 4857
17/10/2023	Castle Water Limited	DDR 1710	32.73		10000390658/Castle Water Limit
17/10/2023	Castle Water Limited	DDR 171023	50.10		10000387831/Castle Water Limit
18/10/2023	BACS P/L Pymnt Page 4861	BACS Pymnt	16,632.90		BACS P/L Pymnt Page 4861
18/10/2023	Barclaycard Commercial	DDR 181023	5,226.23		COUNTY 150923/Barclaycard
20/10/2023	Total Gas & Power Ltd	DDR 2010	6.45		315120217/23/Total Gas & Power
20/10/2023	Total Gas & Power Ltd	DDR 201023	460.74		315120250/23/Total Gas & Power
24/10/2023	BACS P/L Pymnt Page 4867	BACS Pymnt	1,848.00		BACS P/L Pymnt Page 4867
26/10/2023	ARVAL	DD	599.24		HK72 FNE WO7317
26/10/2023	Grenke Leasing Limited	Std Ord	467.32		Hire of copier
26/10/2023	HMRC	DDR	7,754.47		HMRC

CHAIR INITIALS _____

Finance & Personnel Meeting 21/11/2023

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30/10/2023	Focus Group	DDR 301023	122.15	6820266/Focus Group
31/10/2023	BACS P/L Pymnt Page 4872	BACS Pymnt	59,004.71	BACS P/L Pymnt Page 4872
31/10/2023	Focus Group	DDR 3110	824.50	6820907/Focus Group
		Total Payments	209,326.46	

Date:07/11/2023

Wokingham Town Council

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Time: 12:46

Clerk's Drawings Account

List of Payments made between 01/09/2023 and 31/10/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/09/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/09/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/09/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/09/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
03/09/2023	Peninsula	Std Ord	167.44		HR support
04/09/2023	310823 DD	BACS	100.00		310823 DD
07/09/2023	BACS P/L Pymnt Page 4827	BACS Pymnt	2,483.02		BACS P/L Pymnt Page 4827
07/09/2023	070923 DD	BACS	100.00		070923 DD
13/09/2023	BACS P/L Pymnt Page 4831	BACS Pymnt	3,359.11		BACS P/L Pymnt Page 4831
13/09/2023	DD staff	BACS	443.10		DD staff
15/09/2023	SEPT SALARY	BACS	25,294.49		SEPT SALARY
18/09/2023	Castle Water Limited	DDR 1809	354.75		10000215232/Castle Water Limit
18/09/2023	Castle Water Limited	DDR 180923	179.47		1000216297/Castle Water Limited
20/09/2023	BACS P/L Pymnt Page 4835	BACS Pymnt	1,597.00		BACS P/L Pymnt Page 4835
20/09/2023	DD REIMB PAY	BACS	357.10		DD REIMB PAY
20/09/2023	Castle Water Limited	DDR 2009	15.00		10000248702/Castle Water Limit
28/09/2023	BACS P/L Pymnt Page 4839	BACS Pymnt	2,518.04		BACS P/L Pymnt Page 4839
01/10/2023	Wokingham Borough Council	Std Ord	250.00		Office 3 2239762
01/10/2023	Wokingham Borough Council	Std Ord	337.00		Market tolls 1016075
01/10/2023	Wokingham Borough Council	Std Ord	259.00		Office 1 2035191
01/10/2023	Wokingham Borough Council	Std Ord	320.00		Woosehill 101493X
01/10/2023	Wokingham Borough Council	Std Ord	329.00		Info Centre 1045161
02/10/2023	STAFF DD	BACS	430.95		STAFF DD
03/10/2023	Peninsula	Std Ord	167.44		HR support
05/10/2023	BACS P/L Pymnt Page 4853	BACS Pymnt	4,713.04		BACS P/L Pymnt Page 4853
05/10/2023	DD STAFF	BACS	249.40		DD STAFF
05/10/2023	Commission Charges	DD	60.00		Commission Charges
10/10/2023	BACS P/L Pymnt Page 4855	BACS Pymnt	964.40		BACS P/L Pymnt Page 4855
11/10/2023	BACS P/L Pymnt Page 4858	BACS Pymnt	2,661.25		BACS P/L Pymnt Page 4858
13/10/2023	DEP REFUND	BACS	100.00		DEP REFUND
13/10/2023	Oct Salary	BACS	26,533.05		Oct Salary
17/10/2023	Castle Water Limited	DDR 1710	40.19		10000389340/Castle Water Limit
17/10/2023	Castle Water Limited	DDR 171023	17.30		10000383899/Castle Water Limit
18/10/2023	BACS P/L Pymnt Page 4862	BACS Pymnt	1,999.70		BACS P/L Pymnt Page 4862
24/10/2023	BACS P/L Pymnt Page 4868	BACS Pymnt	987.72		BACS P/L Pymnt Page 4868
24/10/2023	DD staff	BACS	116.75		DD staff
31/10/2023	BACS P/L Pymnt Page 4873	BACS Pymnt	2,355.40		BACS P/L Pymnt Page 4873
		Total Payments	81,355.11		

CHAIR INITIALS _____

Finance & Personnel Meeting 21/11/2023

16878



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Summary Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
101	Amenities						
	Income	0	0	30	30		
	Expenditure	58,855	27,183	87,500	60,317	34,813	25,505
	Net Income over Expenditure	(58,855)	(27,183)	(87,470)	(60,287)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	(58,855)	(27,183)				
102	Market						
	Income	41,860	25,617	41,700	16,084		
	Expenditure	12,902	4,631	13,110	8,479	2,217	6,262
	Movement to/(from) Gen Reserve	28,958	20,985				
103	Parks & Bloom						
	Income	13,835	2,767	5,650	2,883		
	Expenditure	146,772	97,838	168,700	70,862	38,367	32,495
	Net Income over Expenditure	(132,937)	(95,071)	(163,050)	(67,979)		
	plus Transfer from EMR	0	15,642				
	Movement to/(from) Gen Reserve	(132,937)	(79,429)				
104	Woosehill						
	Income	26,011	15,572	36,410	20,838		
	Expenditure	28,177	17,268	28,300	11,032	5,240	5,792
	Movement to/(from) Gen Reserve	(2,166)	(1,695)				
106	Town Hall						
	Income	128,646	88,640	140,360	51,720		
	Expenditure	92,967	55,366	109,960	54,594	31,284	23,310
	Net Income over Expenditure	35,679	33,274	30,400	(2,874)		
	plus Transfer from EMR	0	0				
	Movement to/(from) Gen Reserve	35,679	33,274				
109	Allotments						
	Income	64,502	40,828	13,400	(27,428)		
	Expenditure	57,592	47,862	10,780	(37,082)	11,058	(48,140)
	Movement to/(from) Gen Reserve	6,910	(7,033)				
120	Amenities Capital						
	Expenditure	41,951	73,143	55,900	(17,243)		(17,243)
	plus Transfer from EMR	11,000	26,764				
	Movement to/(from) Gen Reserve	(30,951)	(46,379)				
201	Personnel						
	Expenditure	598,626	341,519	577,170	235,651	5,397	230,255
301	F & P Administration						
	Income	1,428,940	1,258,246	1,327,020	68,774		

CHAIR INITIALS _____

Finance & Personnel Meeting 21/11/2023

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	Expenditure	121,865	66,661	297,160	230,499	15,792	214,707
	Net Income over Expenditure						
		1,307,075	1,191,584	1,029,860	(161,724)		
	plus Transfer from EMR	4,000	0				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve						
		917,083	1,191,584				
302 Civic	Expenditure	26,071	15,309	41,300	25,991	1,498	24,493
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	3,700	4,800	1,100		
	Expenditure	86,277	113,119	103,650	(9,469)	66,290	(75,759)
	Movement to/(from) Gen Reserve						
		(83,068)	(109,419)				
401 Highways and Planning	Income	4,800	5,200	2,940	(2,260)		
	Expenditure	6,777	1,103	5,340	4,237	313	3,924
	Movement to/(from) Gen Reserve						
		(1,977)	4,097				
	Grand Totals:- Income	1,711,804	1,442,569	1,572,310	129,741		
	Expenditure	1,379,503	949,239	1,601,390	652,151	212,269	439,881
	Net Income over Expenditure						
		332,301	493,330	(29,080)	(522,410)		
	plus Transfer from EMR	15,000	42,406				
	less Transfer to EMR	393,992	0				
	Movement to/(from) Gen Reserve						
		(46,691)	535,736				

CHAIR INITIALS _____

Finance & Personnel Meeting 21/11/2023

16880



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Detailed Balance Sheet - Excluding Stock Movement**Month 7 Date 31/10/2023**

A/c	Description	Actual
<u>Current Assets</u>		
101	Debtors	23,130
105	VAT Control Account	11,985
110	Prepayments	4,183
201	F & GP + Current Account	1,046,893
202	Clerk's Drawings Account	11,327
209	RYND	18,041
210	Petty Cash	217
211	Office 2 (Michael Cragg)	814
212	CCLA Public Sector deposit fun	350,000
Total Current Assets		1,466,590
<u>Current Liabilities</u>		
501	Creditors	498
502	Receipts in Advance	6,543
504	RYND Creditor	18,041
508	Office 2 Michael Cragg	814
510	Accruals	698
561	Hire Deposits Town Hall	2,700
562	Hire Deposits Woosehill	1,900
564	Long Term Key & Damage	2,725
565	Allotment key deposit	380
599	Suspense Account	1,017
Total Current Liabilities		35,316
Net Current Assets		1,431,275
Total Assets less Current Liabilities		1,431,275
<u>Represented by :-</u>		
301	Current Year Surplus/Deficit	493,330
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	Town Hall Maintenance Reserve	21,750
Total Equity		1,431,275

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.

CHAIR INITIALS _____

Finance & Personnel Meeting 21/11/2023

16881



11th October 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 21:20

PRESENT

Cllr I Shepherd-Dubey (Chair)

Councillors: Cllr N Nagella (Vice Chair), Cllr K Malvern, Cllr A Betteridge, & Cllr L Timlin.

IN ATTENDANCE

PT Officer.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr W Dixon

Cllr Lack

Cllr B Alvi

Cllr A Croy

MEMBERS' INTERESTS (Agenda Item 2)

Cllr Betteridge stated he has interests in Agenda item 9 as he is on a working party for this project.

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

None

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)

**RESOLVED
30721**

It was proposed by the Chair and seconded by Cllr Timlin, and it was that the minutes of the Planning & Transportation Committee meeting held on 5th September 2023 (pages 16813 to 16818) 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 27th September 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 11/10/2023

16837



As we cannot construct the Sedum Roof for the Lockers internally as hoped we have looked at other options.

Roofing contractors inspected the roofs, and we had quotes that were high and out of scope ranging from 4k to 6k.

We also asked a local charity group, Men's Shed whether they could create a frame that we could then add a sedum blanket. Regrettably, upon inspecting the lockers, it became apparent that this project was beyond their capabilities.

The PT Officer had a conversation with MyJourney and another option was suggested using an environmentally friendly paint that is actually air purifying. They had a demonstration of this paint and thought this could be used on the roof as an alternative to a sedum roof. The PT will investigate whether this paint would be suitable.

Another alternative is for plants to be added to the roof like planter boxes. This option will also be investigated.

BUS SHELTERS

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

The new Bus shelter that appeared on Wellington Road was installed by WBC as they thought they owned it. We will continue the cleaning and maintenance of this shelter.

The Contact numbers for WTC are being installed onto the bus shelters by internal Staff.

The Chair asked whether we could clear the historical notes for both the Bus Shelters and Secure Lockers as the new Councillors are now familiar with their history.

The Chair asked if we could have a report started whereby the Committee are kept informed of the outcomes of planning applications that they have commented on. The PT Officer will explore the options for this.

STATEMENT OF COMMUNITY INVOLVEMENT (Agenda Item 6)

To receive and consider the Wokingham Borough Council draft consultation document 'Statement of Community involvement', an opportunity for interested parties to comment on proposed planning Policy. Any comments are required by 15th October 2023

CHAIRMANS INITIALS _____



The Committee were pleased to be consulted but have no comments at this stage in the process.

ACTION: P&T OFFICER

COMMITTEE'S BUDGET (Agenda Item 7)

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

At this time, it was agreed that we would move Agenda item 9 up to discuss.

PLANNING CONSULTATION (Agenda Item 9)

To review and consider the Wokingham Borough Council consultation on the A329 Reading Road (Wokingham town) cycle and pedestrian improvements. Any comments are required by 22nd October 2023

The Committee discussed the proposals and agreed that there would be response from Wokingham Town Council as well as Councillors completing the questionnaire as individuals.

The Plans were made available for viewing to the Committee.

There were some concerns regarding the funding of the project and whether money would be available to complete it.

The committee support the concept of the proposals as this encourages Cycling and walking and reducing car traffic. This also fits in with our strategic principles particularly regarding inclusivity.

The Committee would like to see a 30mph speed limit as part of the proposal.

The Committee would like confirmation that the Emergency Services have been fully consulted on safety aspects.

The Committee would like there to be improvement in the quality of the road surface.

PLANNING APPLICATIONS (Agenda Item 8)

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

**RESOLVED
30722**

232115 1-5 Broad Street RG40 1AX

Prior approval submission for the proposed change of use of part of the ground floor plus the first and second floors of the commercial premises to form 8 no. dwellings (Use Class C3).

CHAIRMANS INITIALS _____

Planning & Transportation Committee 11/10/2023

16839



The committee think that there is inadequate parking provision and that this should be at the 1.1 level.

232130 1-5 Broad Street RG40 1AX

Full application for the proposed changes to fenestration, addition of roof light and installation of balustrades.

No Comments

232195 Car Park Adjacent To Carnival Pool Wellington Road RG40 2AT

Application to vary condition 2 of planning consent 230249 for the proposed external hard and soft landscaping to extend existing car park spaces from 6 No. to 16 No. Existing sub station retained in rear corner of parking zone with proposed Parking Entrance Barrier, EVC Points, External Lighting, Low Level Retaining Wall, Surface Water Drainage and Landscaping. Condition 2 refers to approved details and the variation is to reduce the number of residential parking spaces to 11, increase the soft landscaping area and withdraw drawing TSE-00502-A.

The Committee object as there is a reduction in the required car parking spaces.

232242 6 Ground Floor Market Place Wokingham RG40 1AL

Application for Listed Building consent for the proposes change of use of the Grade II listed building from office (B1a/E) to mixed-use with 3 No. flats – residential (C3) on the First and Second floors whilst maintaining Class E premises on the ground floor. No demolition but some external works are proposed including change of existing windows and rise of existing extension ceiling height including internal changes and full refurbishment.

There is no cycle store provision, could this be included.

232240 14 Rectory Road Wokingham RG40 1DH

Full application for the proposed change of use to a children's day nursery with associated garden and parking, plus changes to fenestration.

The Committee welcome a Nursery in the town but have some concerns regarding road safety and so must object to this application.

There is hedging to the entrance and exit that hampers the view onto the road and this is a safety issue. Could the hedge be trimmed back?

There are concerns that the dropping off and picking up plans would not be adequate and force parents to park across the road and require crossing of a busy road.

CHAIRMANS INITIALS _____



232270 Millars Business Centre Fishponds Close RG41 2TZ

Application to vary condition 20 of planning consent 210705 dated 01/12/2021 (as amended by Non-Material Amendment 231839) for the proposed erection of 2 no. industrial buildings (Use Class B2 and B8) comprising a total of 4 no. units together with associated infrastructure, parking and landscaping, following demolition of 2 no. existing industrial buildings. Condition 20 relates to the permitted hours of use and the variation is to amend the wording of condition 20 to extend the hours of operation and when deliveries can be dispatched from 0700-1900 to 0700-2300.

The Committee have no objections however have concerns that large HGV lorries arriving for late deliveries would cause noise disturbance.

232144 Doles Farm Doles Lane Wokingham RG41 4EA

Full application for the proposed installation of 14 no. ground based solar PV panels following demolition of 2 no. existing outbuildings.

The committee support this application.

232129 4 Milton Road Wokingham RG40 1DB

Application for Listed Building consent for the replacement of the front and back doors plus the removal of the existing canopy over the front door. (Part retrospective)

No Comments.

232346 31 Rose Street Wokingham RG40 1XS

Application for Listed Building Consent for the proposed erection of two storey rear extension, plus changes to fenestration, to include 1no rooflight.

No Comments

ACTION: P&T OFFICER

INFORMATION ITEMS (AGENDA ITEM 10)

None.

CHAIRMANS INITIALS _____



CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____



14th November 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 21:10

As Cllr Shepherd-Dubey (Chair) was absent, the meeting was Chaired by Cllr Nagella (Vice Chair)

PRESENT

Councillors: Cllr N Nagella (Vice Chair), Cllr K Malvern, Cllr A Betteridge, & Cllr L Timlin, Cllr W Dixon, Cllr B Alvi & Cllr A Croy.

IN ATTENDANCE

PT Officer.

APOLOGIES FOR ABSENCE (Agenda Item 1)

Cllr I Shepherd-Dubey (Chair)
Cllr Lack

MEMBERS' INTERESTS (Agenda Item 2)

None

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

None

PLANNING & TRANSPORTATION COMMITTEE MINUTES (Agenda Item 4)

**RESOLVED
30743**

It was proposed by the Cllr Timlin and seconded by Cllr Betteridge, and it was that the minutes of the Planning & Transportation Committee meeting held on 11th October 2023 (pages 16837 to 16842) 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 7th November 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 _____



Following the issues regarding a sedum roof option, alternatives have been investigated.

Along with Julie Pillai from MyJourney we have investigated environmentally friendly paints. This has been agreed as an alternative to the sedum roof regarding the requirement for the funding.

We have purchased a small amount primer and topcoat of Graphenstone Paint (environmentally friendly) for testing. This will be appropriate for an external metal structure.

We will test application and if all okay we will then organise painting of the Locker Roofs.

The Committee asked for clarification on the date for this. The PT Officer explained that there are specific requirements with the paint to when it can be applied and would need several dry days so we cannot guarantee it will be by the end of this year but we will endeavour to do so.

The Committee asked if there was any update to the 'release' system whereby once a bike is returned before the 24 hour hire it will be available again. The PT Officer has chased this several times with the supplier but will do so again.

The PT Officer will supply up to date data on revenue, usage and maintenance cost to the Committee.

BUS SHELTERS

There were no new updates.

ACTION: P&T OFFICER

COMMITTEE'S BUDGET (Agenda Item 6)

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

There was discussion regarding how the report showed the costs for the Secure Lockers. The PT Officer will clarify and send information on maintenance costs and income to the Committee.

CHAIRMANS INITIALS _____



PLANNING APPLICATIONS (Agenda Item 7)

**RESOLVED
30744**

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

232331 55 and 55A Peach Street Wokingham RG40 1XP

Application for Listed Building consent for the proposed enclosure of the rear shared entrance with aluminium framed glass doors, addition of signage to the front and rear elevations, internal alterations and installation of air conditioning with 1 no. external air conditioning unit on the rear elevation at roof level.

The Committee had no comments on this application.

232402 12-13 Market Place Wokingham RG40 1AL

Full application for the erection of a new bin store and landscaping works along with new trees. Following the removal of existing trees.

The Committee agreed that the current rear of the building is a mess and that this would improve the eyesore it currently is. However, have to object as this would mean the removal of several trees. New trees planted would not create a screen for many years.

The Committee hope that a compromise could be made by the developer that would not remove as many trees.

232473 Bean Oak Shopping Parade 58-64 Charwood Road RG40 1RY

Application for advertisement consent for 3 no. externally illuminated fascia signs and 2 no. non-illuminated projecting signs.

The Committee support this as it puts to use an empty building for a useful purpose.

It was mentioned in a comment that there were other Mathnasium signage design used in other areas that would be more appropriate Could they consider these?

232621 Land West Of Limmerhill Road Wokingham

Outline Planning Application for up to 60No. dwellings including age-restricted housing for older people with associated public open space, landscaping, ecological enhancements, drainage and other supporting infrastructure, with access from Barkham Road. Means of Access to be considered (with Appearance, landscaping, Layout and Scale to be reserved).residential (C3) on the First and Second floors whilst maintaining Class E premises on the ground floor. No demolition but some external works are proposed including change of existing windows and rise of existing extension ceiling height including internal changes and full refurbishment.

The Committee object to this application.

CHAIRMANS INITIALS _____



This is a development in a countryside area that is not in the Strategic Development Plan.

It is not a sustainable development as the bus service is inadequate.

This would remove the key rural gap between Wokingham and Barkham.

It is unclear from the documentation how the affordable housing will be implemented.

As the road entrance is the same as application 231990 the same objections remain as follows;

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.

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

223691 Lee Spring Latimer Road Wokingham RG41 2WA

****UPDATED DOCUMENTS**** Full application for the proposed erection of a 3-part development to provide 42 residential apartments, including on-site parking, shared amenity spaces, enhanced green spaces to support biodiversity and waste storage facilities. Access for neighbouring garages to be provided by 3.7m wide through-route north of the site. Following demolition of the existing buildings. Re-consultation by virtue of revised plans and description received to address original design, landscaping and highways concerns, as well as to reduce the scale and mass of the proposal.

The Committee feel that the previous objections have not been addressed, particularly regarding height and mass, so will be objecting to this application as before;

The Committee could understand a development in this location as the existing site is a bit of an eyesore, however there is a concern at a loss of industry in the Town.

The amount of cycle storage provision, electric charging points and the use of solar panels within the development were welcomed.

CHAIRMANS INITIALS _____



The main concerns were regarding the size and mass of the development. Four storeys is out of proportion.

That no affordable housing is being offered and that the developer can bypass the level of required affordable housing. How is this justified?

There seems to be the absence of rear access to the site that is required.

The amount of parking spaces is not adequate for the development, and this will overspill onto local roads which are already full. This will impact road safety. There also needs to be allocated parking spaces.

The committee therefore object to this application

CP3 - Principles for development - a) Mass

CP6 - Managing Travel Demand - e) adverse effects on transport network

232695 1-5 Broad Street Wokingham RG40 1AX

Prior approval submission for the proposed change of use of part of the ground floor plus the first and second floors of the commercial premises to form 9No. dwellings.

The Committee debated whether there was adequate parking but agreed that in a Town Centre it was acceptable.

There are concerns that the Town Centre is becoming more residential with a loss of commercial businesses.

230881 19/21 Market Place Wokingham Berkshire RG40 1AP

****UPDATED DOCUMENTS**** Full application for the proposed erection of new mixed used development of 60no. dwellings plus Class E commercial floorspace, associated public and private amenity space, new pedestrian route, 36 car parking spaces, 1 loading bay and cycle space for 115 bikes with 101 for residential in storage spaces. Following demolition of 19 & 20 Market Place and partial retention of 21 Market Place.

The Committee discussed the changes made to the application. With the exception of the objection regarding access via Howard Road (which has been addressed) the previous objections remain;

The Committee thought that the height of the building was an issue, as it was four storeys and not in keeping with character of area.

CHAIRMANS INITIALS _____



There are concerns that this will cause an impact on the Community.
Garden and residents of sale garden cottages.

There is no affordable housing in the development.

Therefore, the Committee object as follows;

CP1 - Sustainable development

10) attractive, safe, secure

CP3 - General Principles for development

a) Mass

b) functional, accessible, safe, secure

CP5 - Housing mix, density and affordability

CP6 - Managing Travel Demand f) Enhance road safety

ACTION: P&T OFFICER

INFORMATION ITEMS (AGENDA ITEM 8)

Cllr Betteridge asked whether discussions on the Greenway (currently with amenities) could be discussed within this P&T Committee. The PT Officer will investigate.

Cllr Malvern has received a notification of updated documents for application 222306. The PT Officer has not received any notifications but will investigate.

CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____





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

STRATEGY WORKING PARTY
NOTES OF THE MEETING

Thursday 9th November Via MS Teams

Present: Cllrs R Comber, A Croy, M Gee, S Gurney, A Jones and L Timlin.

In attendance: Town Clerk, K Malvern, M Malvern

1. Apologies for absence

Apologies for absence were received from Cllr A Domingue, Cllr H Richards and Cllr I Shepherd-Dubey.

2. Matthews Green Community Centre

Members discussed a proposal for the town council to take on the management of the Matthews Green Community Centre.

This facility, attached to the St Cecelia's School, is built but currently not in use. The Town Clerk's understanding is that the plan for the school, which opened in January 2023 and currently has two year groups, is for a full primary school (reception to year 6) with nursery provision.

An external group had previously submitted a proposal to run the centre, but their proposal was rejected by WBC due (it is understood) to it not making the facility sufficiently available to the wider community.

It is understood that the school itself has also expressed an interest in running the facility.

Officers at WBC have expressed an interest in the centre being used 3 days per week by the adult social care teams. This usage would contribute towards running costs, utilities, cleaning etc, but not pay a 'rent' element of use.

During discussions, the following views were expressed by members:

- Concern about significant use by WBC without there being a contribution (rent) towards other costs. It was felt that the town council would be taking on all the longer-term risks.
- A proposal to obtain support from a consultant to review how the centre could be run, could help identify what proportion of costs should be picked up by WBC's use.

- Concerns over safeguarding, given the physical connection into the school building, and the likely requirement for shared use of toilet and kitchen facilities.
- There may be implications for the school in how much revenue the school is permitted to generate from the external use of its facilities.
- Spending the consultancy money would be a risk, which the town council should only take on if discussions with other potential providers were paused.
- Is the town council best placed to run this community centre, if other parties are still interested?
- Could the town council provide one-off funding to support another provider to get the centre into use, without taking on the risk of ongoing running costs?
- Concerns over the cost of bringing the building into use – it was noted that some elements such as cabling were incomplete, with cables hanging down in places.

The following actions were proposed:

- The Town Clerk to liaise with WBC property team to arrange a meeting with representative of the school to see how the town council might be able to support the school in getting the facility opened. Cllr Gee expressed an interest in attending this meeting.
- If appropriate going forward, to consider have a consultant review how the facility could be run, if the council were identified as a preferred partner.
- Request a site visit to Montague Park, another community facility which is not currently in use.
- Town Clerk to investigate what the reasons were for the previous management proposal being rejected
- No proposal to F&P at this time.

3. AOB

- Cllr Gee asked that Mayoral Allowances be added to the agenda for the November Strategy Working Party meeting.

4 Future meetings

Dates of future meetings were confirmed as:

- 29 November 2023
- 31st January 2024
- 20th March 2024

The meeting closed at 8.17pm

Actions:

Agenda item	Action	By whom
3	Arrange a meeting with WBC and school representatives (invite Cllr Gee to attend)	Town Clerk
3	Request a site visit to Montague Park	Town Clerk
3	Investigate reasons for previous rejections of management proposals	Town Clerk



Wokingham Town Council

Town Clerk's Report 31(b)/2023

To: FINANCE AND PERSONNEL COMMITTEE

Date: 5th December 2023

Subject: STANDING FINANCIAL REGULATIONS UPDATE – E-TENDERS

1 PURPOSE OF REPORT

To consider a recommendation from the Finance and Personnel Committee made at the 21st November 2023 F&P Committee meeting (Resolution 30750) to full council of an amendment to the council's Standing Financial Regulations (SFRs) to allow tender bids to be received electronically.

2 BACKGROUND

2.1 Under national legislation, the town council is required to go out to tender on all contracts with a value (or expected value) exceeding £25,000.

2.2 This currently applies to a number of the council's contracts, including:

- Christmas lights
- Hanging baskets
- Summer concert
- Grounds maintenance
- Playground refurbishments

It could also include other projects going forward, particularly any larger building maintenance or upgrade projects.

3 CURRENT POSITION

3.1 Under the existing SFRs, the council can only receive tenders in paper format.

3.2 Item 6.4 in the council's adopted SFRs state:

"No tender will be considered unless submitted in a plain envelope, which must be securely sealed and shall not bear any distinguishing marks that indicate the identity of the sender. Any enveloped will be endorsed with the words "Tender For...." and must be forwarded to reach the Town Hall, Market Place, Wokingham, not later than 12 noon on the date fixed for the return of the tender."

4 FOR CONSIDERATION

4.1 The Town Clerk has liaised with the Internal Auditor, and with advisers from Hampshire Association of Local Councils (HALC) to understand whether there is any legal reason why the council cannot receive tenders electronically.

4.2 Advice received from the council's Internal Auditor, Claire Connell:
I can't see why this wouldn't be acceptable. As you say, other councils are also doing this so I'm guessing it's just your own rules which currently don't permit this. Have you checked the position with HALC or SLCC?

4.3 Advice received from HALC:

I spoke to Steve Parkinson, of Parkinson Partnership about your enquiry, and he also does not know of any law that prohibits the council from allowing tenders by email. My only suggestion to rubber stamp this, is to run your query past our third-party legal advisers as well should you wish me too?

- 4.4 Advice from Hampshire Legal Service (HLS):
There is no legal provision preventing a local authority from conducting and receiving its tendering documents electronically and (as you identified in your initial email) other local authorities already conduct their tenders in this manner. As such, you would be able to undertake an e-tendering process through the process as you have set out, subject to Wokingham Town Council updating its Standing Orders and Financial Regulations to reflect such.
- 4.5 In updating the SFRs to allow for e-tenders, the council can:
- Reduce the environmental impact of receiving paper / printed copies of tender bids (This supports the council's strategic objective of sustainability (Being Sustainable)).
 - Improve accessibility by better enabling the sharing of accessible PDF documents received as tender bids, rather than scanned copies of printed documents. (This supports the council's strategic objective of inclusivity (Involving Everyone))
- 4.6 If agreed, tenders could be received in a secure e-mail inbox (tenders@wokingham-tc.gov.uk) which will be set up to enable access only for the Town Clerk and the Technical Officer. Emails received into this inbox would not be viewed or opened until the designated time after the tender opportunity has closed.
- 4.7 In accordance with the regulations on Contracts Finder, any queries or questions directly relating to the tender opportunity would be stipulated in the tender specification, to go directly to the relevant officer who has placed the tender opportunity. In line with Contracts Finder rules, any questions and responses should be published alongside the opportunity, for any interested party to read.

5 **FINANCIAL IMPLICATIONS**

There are no anticipated financial costs to the council of making this proposed change. It is anticipated that there will be savings made in officer's time, in collating, redacting and sharing tender bids received.

6 **NEXT STEPS**

- 6.1 In accordance with item 1.1 in the SFRs, any amendment of the SFRs must be made by the full council. Therefore, the recommendation from the F&P Committee to full council is to accept the below proposed wording amendment to the council's SFRs.

7 **RECOMMENDATION**

- 7.1 To amend the SFRs item 6.4 to read:

Tenders will be considered if submitted electronically in accessible PDF format, to the email address tenders@wokingham-tc.gov.uk or else sent as a paper copy in a plain envelope, which must be securely sealed and shall not bear any distinguishing marks that indicate the identity of the sender. Any enveloped will be endorsed with the words "Tender For....". All tenders submitted must arrive not later than 12 noon on the date fixed for the return of the tender."



Wokingham Town Council External Representation
Meeting Record

Organisation	Emmbrook Village Hall
Meeting Attended	Committee
WTC Attached Committee	F&P
Name of Councillor	Basit Alvi and Keith Malvern
Date of Meeting	7 th November 2023
Main Points of Meeting	
<p>Mike Astlin (Buildings Officer) had come to inspect the Hall for Raac and had found none. He did recommend that we should update our fire risk reporting, and ensure we are avoiding the risk of legionella</p> <p>The hiring rates will be going up by CPI (6.7%) from the beginning of January.</p> <p>The next committee meetings are on the 18th January and 5th March, with an AGM in early June</p>	
Action or Points of follow up for WTC	
See above	